

# WESTAR Council

## Basic/Advanced Inspector Training (NACT 350/355)

July 31 – August 2, 2018

**REGISTRATION DEADLINE:**  
Friday, July 6, 2018

### State of Hawaii - Clean Air Branch

2827 Waimano Home Road  
Hale Ola Building, Room 130  
Pearl City, Hawaii 96782  
Phone: 808-586-4200



## REGISTRATION INSTRUCTIONS:

### **First Time Users ([www.APTI-Learn.net](http://www.APTI-Learn.net)):**

1. Click on the “[First time user? Click here to register](#)” link in the upper right-hand corner of the webpage;
2. First screen requires: 1) work email address; 2) first and last names; 3) password; and 4) security question;
3. Second screen asks about affiliation/agency. There are two options for filling out this section:
  - Agency Quick Search, or;
  - Affiliation/Agency
4. Third screen includes a list of job functions and other profile information. You can click as many (or few) job functions as appropriate. Once you have completed this third screen, you are done setting up your profile.

### **After completing the profile:**

5. Click the “Register” tab on the left side, or the “Register” bubble in the middle of the page;
6. Scroll down the 2018 Training Calendar until you see the training course that you are interested in registering for;
7. On the right side of the table you will see a “register” link;
8. Click the “register” link, and voila you are registered (be patient it takes a few seconds for the confirmation note to pop-up);
9. You will receive an automatically generated email saying that you have been placed on a waiting list (this is so unapproved attendees can be weeded out).
10. Once approved, you will receive a second email saying you are enrolled.

### **Previously Registered Users ([www.APTI-Learn.net](http://www.APTI-Learn.net)):**

1. Enter email address and password in appropriate spaces;
2. Go to step 5 (above) and follow directions.

**IF YOU NEED ASSISTANCE REGISTERING FOR A COURSE PLEASE  
CONTACT: [JEFF GABLER \(503\) 478-4955](tel:5034784955) or [JGABLER@WESTAR.ORG](mailto:JGABLER@WESTAR.ORG)**

## TUESDAY, JULY 31, 2018

8:30	am	Opening Remarks
8:45	am	Welcome/Pre-Test/Introductions Introduction to Environmental Compliance Program
10:15	am	Break
10:30	am	Introduction to P3 Postponed Practical Exercise <ul style="list-style-type: none"><li>• Describe Exercise &amp; View the P3 Postponed Video</li><li>• Provide Instructions &amp; Ground Rules</li><li>• Break into Groups</li><li>• Groups Complete Blank Hospital Check (15 minutes)</li><li>• Discuss Checklists</li></ul>
11:15	am	Inspection Planning <ul style="list-style-type: none"><li>• Project Plan/Site-Specific Checklist</li><li>• Your Inspection Toolbox – what you need to prepare</li></ul>
12:00	noon	Lunch (on your own)
1:00	pm	Data Resources <ul style="list-style-type: none"><li>• Overview of Data Resources/ECHO Database</li></ul>
1:30	pm	Evidence & Documentation <ul style="list-style-type: none"><li>• Four Types of Evidence (Testimonial, Demonstrative, Physical, &amp; Documentary)</li></ul>
2:30	pm	Break
2:45	pm	Site Entry & Opening Conference <ul style="list-style-type: none"><li>• Entry Authority &amp; Process for Denial of Access</li><li>• Opening Conference, Personnel, Discussion, Agreements</li><li>• Warrants</li></ul>
3:15	pm	Interviewing & Gathering Information
4:00	pm	Discussion & Adjourn for Day

## WEDNESDAY, AUGUST 1, 2018

8:30	am	Interviewing Exercise: “A Picture is Worth a Thousand Words” <ul style="list-style-type: none"><li>• Split into Two Groups for Each Picture</li></ul>
9:00	am	View the P# Postponed Video 2 <sup>nd</sup> Time <ul style="list-style-type: none"><li>• Groups Focus on Medical Waste Incinerator Activities</li></ul>
9:15	am	Onsite Inspection Process <ul style="list-style-type: none"><li>• How to Conduct an On-Site Tour</li><li>• Photos/Interviews/Samples/Records to Conduct</li></ul>

10:00	am	Break
10:15	am	Sampling Records & Media, Photography <ul style="list-style-type: none"><li>• Files, Physical Media Sampling</li><li>• QA/QC</li><li>• Digital Photography (Policy &amp; Guidance)</li></ul>
10:45	am	Closing Conference <ul style="list-style-type: none"><li>• Request Documents &amp; Records</li><li>• Resolve Outstanding Issues, CBI</li><li>• Communicate Inspection Results</li></ul>
11:15	am	Description/Discussion of Afternoon Practical Exercise <ul style="list-style-type: none"><li>• Describe Activities to be Conducted</li><li>• Groups Discuss Planning for Afternoon Session</li></ul>
12:00	noon	Lunch (on your own)
1:00	pm	Practical Exercise <ul style="list-style-type: none"><li>• Groups Conduct One Interview</li><li>• Groups Develop a Medical Waste Incinerator Inspection Report Based on Video, Interview and Materials Provided</li><li>• Groups Complete Reports by the End of the Day</li></ul>
4:00	pm	Adjourn for Day

## THURSDAY, AUGUST 2, 2018

8:30	am	Review Each Group’s Interviews & Inspection Report
10:00	am	Break
10:15	am	How to be an Effective Witness
11:15	pm	Lunch (on your own)
12:30	am	Inspector Discussion Groups
2:00	pm	Break
2:15	pm	Field Technology for Inspectors
2:45	pm	Description of the Environmental Criminal Program
3:30	pm	Post-Test
4:00	pm	Review of Post-Test & Course Feedback
4:30	pm	Adjourn

## ABOUT THE TRAINING

**COURSE DESCRIPTION:** This intensive 3-day course is a combination of the Basic Inspector Training (NACT 350), and the Advanced Inspector Training (NACT 355). The course will begin by covering the fundamental issues of compliance and inspection for less experienced staff, and then transition to issues and techniques for more senior inspectors to help enhance and improve their inspection techniques and results.

**LEARNING OBJECTIVES:** Those completing this course will have a thorough understand of the compliance assessment practices that are employed for evaluating air emission sources. The individual will gain an understanding of the following inspector tasks:

- Permit conditions compliance documentation and evidence gathering
- Role of the field inspector
- Complaints handling and other inspection investigations
- Inspection of air pollution sources
- Site Inspection & Documentation
- Complaints Handling and Other Inspection Investigation

**SPACE LIMITATION:** Registration is limited to 30 attendees. Air quality staff from the fifteen western states receive registration preference.

**REGISTRATION FEES:** There are no registration fees for state, local or tribal air quality agency staff. For federal employees the registration fees are \$100.

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