

# WESTAR Council

## Basic Inspector Training (NACT 350)

July 11-13, 2023

**REGISTRATION DEADLINE:**  
Friday, June 23, 2023

**Montana DEQ - Metcalf Building**  
1520 East 6<sup>th</sup> Ave.  
Helena, MT 59601  
Tel: (406) 444-3490

## REGISTRATION INSTRUCTIONS:

1. Log onto EPA's AirKnowledge and create a profile, or log onto your existing AirKnowledge account.  
<https://epaapti.csod.com/client/epaapti/default.aspx>
2. When you complete your profile, you will receive a confirmation e-mail to activate your new account. It may take several minutes before receiving the email.
3. Once activated, log into your account.
4. Click the "Instructor Lead Training Calendar" link under the "My Training" tab.
5. Search the calendar for the training date(s). On the calendar you will see a course description. Hover over the text for additional information.
6. To register click the course title link.
7. In the lower righthand corner of the page you will see a "Request" button. Click it.
8. At this point you have requested a seat in the training. Because demand for WESTAR sponsored training frequently exceeds availability all registrants are placed on a waitlist.
9. You will receive an email from Jeff Gabler confirming your request.
10. WESTAR attempts to accommodate all requests but at times it may be necessary to prioritize attendees.



**WESTAR**  
Western States Air Resources Council

## TUESDAY, JULY 11, 2023

8:30	am	Welcome, Introductions, and Course Objectives
9:15	am	Pre-Test
9:30	am	Introduction to Environmental Compliance Programs <ul style="list-style-type: none"><li>• Overview and How the Inspector Fits into the Program</li><li>• Relationship Between Federal, State and Tribal Authorities</li><li>• Difference Between Criminal, Civil and Administrative Actions</li></ul>
10:45	am	Break
11:00	am	Introduction to Practical Exercise <ul style="list-style-type: none"><li>• Show P3 Postponed Video</li><li>• Describe Practical Exercise</li><li>• Provide Instruction and Ground Rules</li><li>• Split Into Groups</li></ul>
12:15	pm	Lunch (on your own)
1:15	pm	Inspection Planning <ul style="list-style-type: none"><li>• Project Plan/Site-Specific Check List</li><li>• Your Inspection Toolbox – What you Need to Prepare</li></ul>
2:15	pm	Data Resources <ul style="list-style-type: none"><li>• Overview of ECHO</li><li>• Other Resources</li></ul>
2:45	pm	Break
3:00	pm	Evidence and Documentation <ul style="list-style-type: none"><li>• Four Types of Evidence (Testimonial, Demonstrative, Physical, and Documentary)</li><li>• Chain of Custody</li></ul>
4:00	pm	Adjourn for Day

## WEDNESDAY, JULY 12, 2023

8:30	am	Site Entry & Opening Conference <ul style="list-style-type: none"><li>• Entry Authority &amp; Process</li><li>• Conference, Personnel, Discussions, Agreements</li><li>• Denial of Access</li><li>• Warrants</li></ul>
9:00	am	Interviewing Exercise: “A Picture is Worth a Thousand Words”
9:45	am	Break

10:00	am	Review P# Postponed Video (2 <sup>nd</sup> Time)
10:30	am	Assignment: Each Group Develops a List of Activities for the Afternoon Session which Includes an Interview, Records, Review and Report Writing (Inspection Plan)
11:00	am	Onsite Inspection Process <ul style="list-style-type: none"><li>• How to Conduct an On-Site Tour</li><li>• Photos, Interviews, Samples &amp; Records</li></ul>
11:30	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>
12:15	pm	Lunch (on your own)
1:15	pm	Closing Conference <ul style="list-style-type: none"><li>• Request Documents &amp; Records</li><li>• Resolve Outstanding Issues, CBI</li><li>• Communicate Preliminary Inspection Results</li></ul>
2:00	pm	Assignment: Groups Conduct an Interview, Review Record and Develop an Inspection Report Based on the P3 Postponed Video, Written Materials, and Interview Notes. Groups will use the Model Inspection Report Template Provided on the Thumb Drive
4:00	pm	Adjourn for Day

## THURSDAY, JULY 13, 2023

8:30	am	Review & Discuss the Group Inspection Reports
9:30	am	Report Writing <ul style="list-style-type: none"><li>• Review the Slides on how to Write a Good Report</li></ul>
10:00	am	Enforcement Process & Responsibilities: What Happens After the Inspection <ul style="list-style-type: none"><li>• Case Development</li><li>• Negotiations</li><li>• Hearing &amp; Trial Process</li><li>• Depositions/Testifying at Trails</li></ul>
10:45	am	What Inspectors Need to Know About Criminal Investigations
11:15	am	Post-Test and Closing Comments
12:00	noon	Adjourn

## ABOUT THE TRAINING

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

- Role of the field inspector
- Permit conditions compliance documentation and evidence gathering
- Complaints handling and other inspection investigations
- Inspection of air pollution sources

**COURSE DESCRIPTION:** The course provides an overview of the aspects of inspection preparation, the procedures for conducting an inspection, and follow-up tasks that must be completed after conducting an inspection. Proper procedures are covered for investigating an air pollution complaint, conducting an inspection, and gathering evidence of an emission source compliance. The course also introduces various federal environmental laws and regulations to individuals that are new to environmental compliance programs.

**COURSE MATERIALS:** Training course materials will only be available electronically. Attendees will receive an online document sharing link for access to materials. It is the attendee's responsibility for downloading files and for providing the device or media on which to view materials. WESTAR will provide hard copies only for those needing accommodation.

**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 \$500.

## ACCESSIBILITY

**ACCESSIBILITY:** WESTAR strives to host inclusive, accessible training events that enable all individuals, including individuals with disabilities, to engage fully with the instructor and course content. To request an accommodation or for inquiries about accessibility, please contact Jeff Gabler at [jgabler@westar.org](mailto:jgabler@westar.org) or 503-744-0486 by Friday, May 12, 2023.

## TRAINING LOCATION

### Montana DEQ - Metcalf Building

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Helena, MT 59601  
Tel: (406) 444-3490