

 City of Dallas	Document Number:	COD-EMS-PRO-006.02	Revision Number:	8
	Approved By:	OEQ Managing Director	Effective Date:	12/01/2017
	Description of Last Change:	Changes to bring procedure up to date with ISO 14001:2015 standard.		
Document Title:	List of OEQ Training Courses ISO 14001:2015 7.2, 7.3			

The classes listed below are intended to provide the necessary information to facility representatives to create a specific program for these topics within their department and conduct the necessary training to meet the requirements. OEQ is available to assist facilities with preparing and presenting the training presentation upon request.

Regulatory Classes

Course	Title	Description	Schedule Frequency	Audience Level	Length in Hours
CAA 101	Clean Air Act	The Clean Air Act (CAA) is the law that defines the EPA's responsibilities for protecting and improving the nation's air quality and the stratospheric ozone layer. This course provides a general introduction to the Clean Air Act, State Implementation Plan (SIP) and associated permitting requirements, and Permits By Rule (PBRs).	Biannually	1	1
CWA 101	Clean Water Act	The objective of the Clean Water Act (CWA) is to restore and maintain the chemical, physical, and biological integrity of the nation's waters by preventing point and non-point pollution sources, providing assistance to publicly owned treatment works for the improvement of wastewater treatment, and maintaining the integrity of wetlands. This course includes a general introduction to the Clean Water Act (CWA) and the City's involvement.	Biannually	1	1
CWA 102	Pollution Prevention Checklist	The daily pollution prevention checklist demonstrates the City's commitment to environmental stewardship and assists with tracking daily monitoring activities. This class will cover pollution prevention, compliance with regulations and continual improvement of our operations.	Quarterly	1	1

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Course	Title	Description	Schedule Frequency	Audience Level	Length in Hours
DOT 101	Department of Transportation Requirements	The USDOT requires training for anyone who handles hazardous materials including individuals who ship or receive hazardous materials, prepare hazardous materials for transportation, mark and label containers, complete shipping documents, select packaging and load or unload hazardous materials. This course is designed to meet the training requirements as specified in 49 CFR 172.700 Subpart H, which specify that employees must be trained at least once every three years. Participants will learn how to classify hazardous materials, select proper packaging, mark and label containers, and prepare required shipping documents, all in accordance with the USDOT regulations. New requirements enacted over the past year are highlighted throughout the course. DOT employees must also complete Waste Management training. Once all DOT training requirements are met and verified, the employee's supervisor will sign the OEQ provided certificate.	Triannually	2	8
MLF 101	McCommas Bluff Landfill Soil Acceptance Policy Training	This training addresses the McCommas Bluff Landfill Soil Acceptance Policy. This is a department specific training to assist with compliance with the policy.	As Requested	1	1

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Course	Title	Description	Schedule Frequency	Audience Level	Length in Hours
SPL 101	Refrigerant	The EPA has issued regulation under Section 608 of the Clean Air Act to minimize the emission of refrigerants by maximizing the recovery and recycling of such substances during the service, repair, or disposal of refrigeration and air-conditioning equipment. This course provides a general introduction to the proper handling, storage and disposal of refrigerant and the necessary certifications and registrations. This course does not substitute for any required training for technicians.	Annually	2	1
SPL 102	Herbicides / Pesticides	This course provides a general introduction to the licensing, labeling, handling, storage, transportation, and recordkeeping requirements for herbicides and pesticides. This course does not substitute for any required training for applicators.	Annually	2	1
SPL 103	Spill Response and Reporting	This course will cover the proper procedures for responding to, reporting, and investigating spills involving City employees, equipment/vehicles, and facilities.	Quarterly	1	1
SPL 104	Spill Prevention Control & Countermeasure (SPCC)	This course will discuss requirements regarding SPCC plans, rules, necessary actions, record keeping, structural regulations, and training requirements. This course does not substitute for any annual required SPCC training for employees.	Annually	1	1
RCRA 101	Proper Waste Management	This course provides a general introduction to waste management rules with regard to hazardous waste, universal waste, non-hazardous waste, and special waste for City of Dallas operations. Course topics will include proper storage, handling, labeling, manifesting, recordkeeping, and disposal of these types of wastes.	Quarterly	1	1

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Course	Title	Description	Schedule Frequency	Audience Level	Length in Hours
RCRA 201	Waste Classification	This course will discuss how to accurately classify waste for disposal. It includes determining if a waste is hazardous, how to choose appropriate waste codes and how to apply codes to manifests and Land Disposal Restriction forms. It is designed for individuals who manage waste and are responsible for shipping waste for destruction.	Quarterly	2	1
RCRA 102	Used Oil	This course will cover the recycling, storage, labeling, recordkeeping and disposal requirements of used oil.	Quarterly	1	1
RCRA 103	Universal Waste	Universal waste is hazardous waste that can be recycled, such as batteries, paint and paint-related waste (<u>in Texas only</u>), pesticides, mercury-containing equipment (e.g., thermostats) and lamps (e.g., fluorescent bulbs). This class covers the requirements for storage, labeling and shipping of universal waste.	As Requested	1	1
RTK 101	Right to Know/Hazard Communication - Site Specific	This class will be developed per request and upon submission of a workplace chemical list. It is designed to provide safety guidelines for commonly used chemicals and to educate employees on recognizing and safely working with hazardous materials at their facility.	As Requested	1	2
TK 101	Underground Storage Tanks (UST)	This course provides a general introduction to Underground Storage Tanks (USTs), associated equipment, rules, inspections, inventory control/monthly reconciliation, operator training, recordkeeping, and registration/self certification.	Quarterly	1	1
TK 102	Aboveground Storage Tanks (AST)	This course provides an introduction to Aboveground Storage Tanks (ASTs), associated equipment, rules, regulations, inspections, and recordkeeping.	Quarterly	1	1

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EMS Classes

Course	Title	Description	Schedule Frequency	Audience Level	Length in Hours
EMS 101	Environmental Management System (EMS) Awareness	This course provides an introduction to the EMS for all City employees and includes a viewing of the EMS video. This course will cover the EMS requirements in the Consent Decree and the City's Environmental Policy. The elements of ISO 14001 will be summarized.	Biannually	1	1
EMS 104	Environmental Recordkeeping	Thorough and accurate environmental records are essential for compliance with state, federal, and local environmental regulations. This class is an overview of records control methods currently in use in EMS departments, and a "how-to" for setting up your own facility-based recordkeeping system. This class will also discuss examples of records that are commonly required to be kept by facility staff.	Annually	1	1
EMS 105	Designing a Training Program	An effective environmental training program establishes skills required for employees, identifies employees in need of training, and discusses how training will be delivered. This course will cover establishment of training objectives and will discuss methods for documenting, evaluating and revising a training program.	Annually	1	1
EMS 106	Root Cause Analysis	This training is for EMRs and other employees responsible for investigating and implementing corrective actions for a nonconformance and covers how to conduct root cause analysis using the "5 Whys" technique.	Annually	1	1

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Course	Title	Description	Schedule Frequency	Audience Level	Length in Hours
EMS 107	Managing Contractors	This course will cover the information that must be conveyed to contractors regarding the City's environmental policy, environmental commitments, Environmental Management System, and the possible City and personal liability associated with contractor actions.	Annually	1	1
EMS 201	EMS Refresher	This course provides an in-depth review of selected elements of the EMS ISO 14001 standard for those employees who have worked with the EMS for at least one year. Focus is on the City's current EMS performance and where opportunities for improvement exist.	Biannually	3	7
EMS 202	Lead Auditor	The course curriculum follows the basic steps of an EMS audit, from Preparation and Evaluation, to Reporting and Corrective Action. Attendees learn auditing processes and procedures using the Guidelines for ISO 14001 EMS Auditing ISO standard.	As Requested	3	8
EMS 203	Objectives and Targets	Voluntary improvement in environmental performance through setting and accomplishing objectives and targets is the primary benefit of effectively implementing and maintaining an EMS. An objective & a target are set for each significant aspect, and an environmental management program (EMP) is prepared for each as an implementation plan. The EMP also identifies the performance indicators that will be monitored and measured to demonstrate that progress is being made in achieving the objective and target.	Biannually	3	1

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Course	Title	Description	Schedule Frequency	Audience Level	Length in Hours
EMS 204	EMS Auditor Class	This course is for City of Dallas employees within the EMS fence line who will participate in the Internal EMS Audits. Session will cover the basics of EMS auditing with special focus on: <ul style="list-style-type: none"> a) Compliance/safety with EMS b) Interviewing technique c) Document review 	Annually	3	4
EMS 205	Management of Change	This course includes a review of the City's identification & consideration process for legal requirements and environmental aspects during the planning and design of new and/or changes to buildings, operations, processes, equipment, maintenance activities, and products. The Management of Change Procedure including the accompanying forms, checklists, and other information will be reviewed.	Biannually	3	1
EMS 206	Environmental Competency	Employees must be competent to perform tasks associated with significant environmental impacts. The necessary knowledge, skills and abilities, and training needs associated with the environmental aspects and EMS will be identified during this course.	Annually	3	1
ENT 101	Entropy Training	This course will provide modular training on the use of Entropy software as it applies to the EMS. Attendees must have Entropy access. Hands on exercises are included. Duration of course will vary based on module(s) requested.	As Requested	1	2

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Environmental Stewardship Classes

Course	Title	Description	Schedule Frequency	Audience Level	Length in Hours
ENV 101	<i>reserved</i>				
ENV 102	Green Building	Green building describes the complete life cycle of a building. Everything from planning, designing, constructing, operating and maintaining a building through energy, water, and materials efficiency, goes into making a building “green”, thus reducing negative impacts to human health and the environment. This informative session will cover building green and provide specifics about the City’s Green Building Ordinance process and related requirements.	Annually	1	1
ENV 103	Green Purchasing	Green purchasing includes the acquisition of recycled content products, environmentally preferable products and services, biobased products, energy and water efficient products, alternate fuel vehicles, products using renewable energy, and alternatives to hazardous or toxic chemicals. This course will discuss the benefits of green procurement and the available resources to assist with environmentally preferable purchasing.	Annually	1	1
ENV 104	Municipal Setting Designation (MSD)	An MSD is an official state designation given to a property that certifies that designated groundwater is not used as potable water and is used when groundwater beneath the property is contaminated and exceeds protective concentration levels for drinking water. This course will discuss HB 3152 and City Ordinance 26001 that supports the state MSD certification. The course will focus on the process of obtaining a MSD and how it is applicable for use on City-owned property.	Annually	1	2

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Course	Title	Description	Schedule Frequency	Audience Level	Length in Hours
ENV 105	Greenhouse Gas Emissions	This class will cover the science of greenhouse gas emissions, their impact on our ecosystems and our health, and a wide range of impacts on plants and wildlife. The class will also cover City of Dallas initiatives to address greenhouse gas emissions and what actions employees and residents can incorporate into their daily lives to reduce emissions.	Annually	1	1
ENV 106	Ozone Action Plan / <u>TryParkingIt</u> Overview	This plan is designed to recognize the continuing need to achieve the national ozone standard and the ozone requirements of the State Implementation Plan. This class will cover local and regional plans to help in reducing Volatile Organic Compound (VOC) and Nitrogen Oxide (NOx) emissions during Ozone Season. This class will also explain the City's Ozone Reporting requirement and the use of TryParkingIt, alternative commute tracker.	Annually	1	1
ENV 107	Recycling	Recycling is the reprocessing of materials into new products. It prevents the waste of potentially useful materials, reduces the consumption of raw materials and reduces energy usage. This class will provide information about how to recycle, why to recycle and what you can recycle.	Annually	1	1
ENV 108	Energy Conservation	Energy conservation helps preserve our planet's rich natural resources and promotes a healthy environment by pollution reduction. This class covers the use of conventional fuels as well as alternative or renewable sources of energy like solar, wind, geothermal, biofuels, and hydro as well as the latest information on conserving energy.	Annually	1	1

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Course	Title	Description	Schedule Frequency	Audience Level	Length in Hours
ENV 109	Phase I & II Environmental Site Assessments (ESAs)	Phase I & II ESAs, also known as All Appropriate Inquiry (AAI), are required investigations and reports prepared for real estate transactions. The ESAs identify potential or existing environmental contamination liabilities that may prevent the intended future use of the property. This course will discuss ASTM Standards E1527-005 and E1903-97 (reapproved 2002) and will focus on EPA requirements necessary to obtain environmental liability protections and the City process of completing AAI prior to the acquisition of all properties.	Annually	1	2
ENV 110	Heat Island	The urban heat island is a weather phenomenon that describes how developed areas tend to be warmer than undeveloped areas, due to urban surface cover. The urban heat island impacts residents and workers in urban areas. This course describes the different types of urban heat islands and how climate plays a role in their formation. The course also discusses factors that amplify or reduce heat islands, safety precautions that should be taken, and actions that people can take to mitigate heat islands.	Annually	1	1
ENV 111	Intro to Climate Change	Climate change is already impacting our daily lives. This course explains the basics of greenhouse gases and how they contribute to climate change. The focus is primarily on the current and future environmental impacts of climate change, both globally and locally, and what we should do to prevent or reduce these impacts.	Annually	1	1

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Course	Title	Description	Schedule Frequency	Audience Level	Length in Hours
ENV 211	Intermediate Climate Change	This course expands on Intro to Climate Change, discussing the social implications of climate change, with a focus on human health. Climate change, economics, and human health are interrelated, and impacts can be amplified by different factors. Safety precautions and actions that can be taken to reduce these impacts are discussed.	Annually	1	1

Train the Trainer Classes

Course	Title	Description	Schedule Frequency	Audience Level	Length in Hours
TTT 101	Train the Trainer	This class will discuss training skills and how to develop and conduct effective training for adults. Topics include developing learning objectives and lesson plans, facilitation, adult learning principals and training evaluation.	Biannually	4	2

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Description of Audience Levels

Audience Level	Description
1	This level of training is tailored for all City employees to attend. The course will cover basic information and provide a broad overview of the regulation or topic and the necessary actions that need or should be taken. There is no previous knowledge that will need to be gained prior to attending this level of class. In many cases, these classes will be mandatory for employees / field personnel to attend.
2	Specialized Jobs often require certifications and licenses from outside agencies. These classes are to help these employees supplement or obtain a certification in a specialized field. These classes may have pre- or co-requisites classes that must be taken. Supervisors or managers are responsible for ensuring the employee possess all skill sets to perform their job duties/functions and be required to sign completion certificates. Temporary employees are ineligible for these classes.
3	This level of courses is designed for managers, EMRs, and Trainers. These classes focus on reporting, plan design, waste management and other activities that are normally tasked to those job levels. <i>Any employee can attend if they desire, however previous knowledge in the subject area (completing a lower level course will satisfy) is suggested to attend.</i>
4	This level is strictly designed for Trainers. This course will cover ways to ensure effective training.

Definition of Terms

Term	Definition
Annually	This course is offered one time per year.
Biannually	This course is offered two times per year.
Triannually	This course is offered three times per year.
Quarterly	This course is offered four times per year.
As Requested	This course is offered upon request with sufficient attendance.