California Industrial General Permit

QISP Training

REQUEST FOR QUALIFICATIONS (RFQ)

IGP QISP TRAINERS

March 25, 2019

Please Submit Responses to:

QISP Web Page
https://www.casqa.org/resources/qisp-qualification/industrial-general-permit-trainer-record

By 4:00 p.m. PDT
Monday, April 15, 2019

Program Administered by the
California Stormwater Quality Association
www.casqa.org

Uploading an SOQ and making a payment is straightforward but does take some time so CASQA strongly advises SOQ submitters not to wait till the 'last minute’ to start these processes. SOQ submitters are solely responsible for submitting a complete SOQ by the submittal deadline. Submittals not completed by the deadline will not be accepted. There is no file size limit for SOQs but it is the responsibility of the submitter to ensure the SOQ is received electronically by CASQA. CASQA encourages submitters to confirm receipt of their SOQs by CASQA by the deadline.
A. TRAINER NEED
The California Industrial General Permit Training Team (IGPTT) is seeking qualified industrial stormwater trainers to provide the official QISP (Qualified Industrial Storm Water Practitioner) training associated with the California Industrial General Permit Order No. 20014-0057-DWQ, hereafter referred to as the IGP. The training to be provided is the official training to certify individuals as Qualified Industrial Storm Water Practitioners as identified in Section IX. Training Qualifications of the IGP. The IGPTT is seeking training professionals for qualification as official IGP Trainers of Record (ToR) as defined in Section F of this RFQ.

B. BACKGROUND
The IGPTT is a collaborative group of industrial stormwater professionals and trainers including representation from both the State Water Resources Control Board (State Water Board) and the Regional Water Quality Control Boards. The concept of the IGPTT encompassed convening a cross-section of those professionals involved with industrial stormwater regulation, compliance, and training to develop a statewide industrial training program to meet the training requirements identified in the IGP. The IGPTT has met consistently since 2013 to develop and manage the IGP QISP Training Program. The IGPTT includes four sub-teams covering training content development, trainer oversight, training exam development, and learning management system. Due to the anticipated demand for QISP Training, the IGPTT selected a training approach model where large numbers of people could be trained. IGP QISP Training is to be provided by those individuals already providing industrial training in the marketplace, and who will be trained and qualified by the IGPTT to provide the official IGP QISP Training.

C. PROJECT GOAL
The IGPTT Trainer Qualification Project Goal is:
Qualification of IGP QISP Trainers of Record to provide the official IGP QISP Training course to those individuals who wish to become Qualified Industrial Storm Water Practitioner as identified in Section IX of the IGP.

D. IGP TRAINING CONTENT
The content of the IGP QISP Training is the official training to certify individuals as QISPs as identified in Section IX. Training Qualifications of the IGP. The training encompasses the requirements in the IGP and information critical for QISPs to meet compliance with the IGP. An outline of the IGP QISP Training Content is provided in Attachment A.

E. IGP TRAINING PROGRAM ADMINISTRATION
CASQA administers the IGP QISP Training Program on behalf of the State Water Board. CASQA’s administration of the IGP QISP Training Program includes selection and qualification of
trainers to provide the IGP QISP training, oversight of the IGP QISP Training provided by the IGP QISP Trainers, issuing certificates to QISPs and ToRs, collection of reasonable fees to cover the costs of administering the IGP Training Program, development and maintenance of the IGP Training webpages located on the CASQA website at www.casqa.org, evaluation and renewal of IGP QISP and ToR qualifications, and refresher training.

F. CANDIDATE TRAINER SELECTION CRITERIA

The IGPTT is seeking training professionals for qualification as official IGP QISP Trainers of Record as defined below:

IGP QISP Trainers of Record – Those individuals responsible for provision of all official IGP QISP Training modules in a manner consistent with delivery methodology identified by the IGPTT for Qualified Industrial Storm Water Practitioner candidates.

The selected IGP Trainer of Record candidates must demonstrate the following competencies in their submitted qualifications:

1. Credentials – Candidates will provide their current QISP Certificate to qualify as a Trainer of Record as identified in Section M (p. 67) of the IGP Fact Sheet. NOTE: Individuals approved by the CASQA Board of Directors as Candidate IGP Trainers of Record who obtained their QISP certificate through the self-guided program for California Board of Professional Engineers, Land Surveyors and Geologists (CBPELSG Licensee) will need to complete the self-paced online training step (step 2 - https://www.casqa.org/resources/qisp-qualification) and take and pass the midterm online exam (step 3) before being determined a fully qualified IGP Trainer of Record.

2. California Industrial General Permit Implementation Experience and/or Industrial Storm Water Management Experience – The Candidate will quantify, in number of years of experience, his/her California Industrial General Permit implementation experience and/or industrial storm water management experience. Candidates will list and provide brief (no more than 1,000 words total for both descriptions) descriptions of two example projects and/or SWPPPs, completed by the candidate that demonstrates California Industrial General Permit implementation experience and/or industrial stormwater management experience. The candidate should demonstrate working knowledge of the current California Industrial General Permit. One of the two examples provided by the candidate must be for work conducted for the current California Industrial General Permit. Those SOQs that do not quantify years of experience in California Industrial General Permit implementation and/or industrial stormwater management experience will not be considered.
3. Training Experience - The Candidate will quantify, in number of years of experience, his/her training experience. Candidates will list and provide brief (no more than 1,000 words total for both descriptions) descriptions of two example projects that identify the ability to effectively instruct in an educational setting. Those SOQs that do not quantify years of training experience will not be considered.

G. CANDIDATE TRAINER SELECTION PROCESS

The selection of Candidate Trainers will be performed by the IGPTT Trainer Qualification Panel, which is made up of a cross-section of members of the IGPTT. The IGPTT Trainer Qualification Panel will review the Statement of Qualifications (SOQs) submitted and select Candidate Trainers based on the Candidate Trainer Selection Criteria identified in Section F of this RFQ. Each SOQ will be reviewed by at least two members of the IGPTT Trainer Qualification Panel who will make a recommendation to the overall IGPTT Trainer Qualification Panel.

Each SOQ will be evaluated and weighted with a maximum of 100 points available.

- Training Experience – 45 points
- California Industrial General Permit Implementation Experience and/or Industrial Storm Water Management Experience – 55 points

An SOQ must achieve a minimum of 70 points to be selected as a Candidate Trainer of Record, including a minimum of 35 points for Training Experience and a minimum of 35 points for California Industrial General Permit Implementation and/or industrial stormwater management experience. The IGPTT Trainer Qualification Panel will make a recommendation with the list of selected candidate trainers to CASQA, which administers the IGP Training Program. The CASQA Board of Directors will review and approve the list of selected Candidate IGP Trainers of Record who will be notified via email. Submitters of SOQs, not meeting the minimum points necessary for selection as Candidate Trainers of Record, will also be notified via email with identification of the deficiencies in competencies required.

H. TRAINER QUALIFICATION PROCESS

Submittal of Statements of Qualifications - Individuals interested in becoming an IGP QISP Trainer of Record (ToR Applicant) should submit a SOQ with the information identified in Section I to the QISP web page (https://www.casqa.org/resources/qisp-qualification/industrial-general-permit-trainer-record) located on the CASQA website by 4:00 PM PDT on April 15, 2019. Statements of Qualifications will be accepted for online submittal at the QISP web page (https://www.casqa.org/resources/qisp-qualification/industrial-general-permit-trainer-record) on the CASQA website beginning April 8, 2019 at 9:00 AM PDT.
1. **Review of SOQs** – By April 30, 2019, the IGPTT Trainer Qualification Panel will review and evaluate all SOQs submitted on time to the QISP web page based on the competencies identified in Section F.

2. **Selection of Candidate IGP QISP Trainers of Record** – The IGPTT Trainer Qualification Panel will select all qualified applicants, based on the competencies identified in Section F, as Candidate IGP QISP Trainers of Record. The CASQA Board of Directors will review and approve the list of selected Candidate IGP QISP Trainers of Record. Approved Candidate IGP QISP Trainers of Record will be notified via email by May 10, 2019. Those individuals not selected will also be notified via email with an identification of the deficiencies in competencies required.

3. **Mandatory IGP QISP Trainers of Record Orientation Webinar** – The IGPTT will conduct a mandatory one-hour orientation webinar for the Candidate IGP QISP Trainers of Record on May 14, 2019 at 9 AM PDT. Candidate IGP QISP Trainers of Record are required to attend the orientation webinar in order to be approved as an IGP QISP Trainer of Record.

4. **Qualification of IGP Trainers of Record** – Those Candidate IGP QISP Trainers of Record who attend the IGP QISP Trainer of Record Orientation Webinar will be eligible to become qualified as IGP QISP Trainers of Record by the IGPTT. To complete the qualification process, each eligible Candidate IGP QISP Trainer of Record will be required to pay a non-refundable registration fee as identified in Section M. and sign an agreement with CASQA to become a qualified IGP QISP Trainer of Record upon which CASQA will issue a Certificate of Qualification.

The Agreement, provided on the QISP web page, covers ethical behavior, maintenance of qualification, and providing the official IGP QISP Training content. The IGP QISP Trainer of Record shall not advertise, announce, or otherwise claim that he/she is an IGP QISP Trainer of Record until they receive a fully executed copy of the Agreement and their Certificate of Qualification from CASQA. In referencing their status as a Trainer of Record, the Trainer of Record shall not refer to himself/herself as “State approved” or make an equivalent reference to the State of California or the Water Boards. The Trainer of Record may refer to himself/herself as “CASQA qualified” and/or as an “IGP QISP-ToR” or equivalent. The Trainer of Record shall not apply a CASQA, State of California, or Water Board logo to their advertisements, marketing materials, websites, or other materials.

The list of Qualified IGP QISP Trainers of Record will be posted on the QISP web page (https://www.casqa.org/resources/qisp-qualification/industrial-general-permit-trainer-record) located on the CASQA website. The Qualified IGP QISP Trainers of Record will then be able to provide the IGP QISP Training to the public.
I. STATEMENT OF QUALIFICATIONS

Individuals interested in becoming an IGP QISP Trainer of Record (ToR Applicant) should provide a detailed response to this Request for Qualifications, in the form of a Statement of Qualifications including but not limited to:

- ToR Applicant\(^1\) Biographical Information
  - First and Last Name
  - Date of Birth
  - Physical Address (Number & Street, City, State, Zip Code)
  - Office Phone Number
  - Email Address
  - Name of Employer of ToR Applicant
  - Employer of ToR Applicant Physical Address (Number & Street, City, State, Zip Code)
  - Employer of ToR Applicant Phone Number
  - ToR Applicant Current Employment Start Date

- A narrative (no more than 1,000 words total) describing two (2) project examples of California Industrial General Permit implementation and/or industrial stormwater management experience, and a narrative (no more than 1,000 words) describing two (2) project examples demonstrating the ability to effectively instruct in an educational setting.

- Two-page resume including education and experience that clearly quantifies years of California Industrial General Permit implementation and industrial stormwater management experience and clearly quantifies years of training/educational experience. **Those SOQs that do not have resumes that clearly quantify years of California Industrial General Permit implementation and industrial stormwater management experience and years of training experience will not be considered.**

- Two (2) professional letters of recommendation clearly referencing California Industrial General Permit implementation and/or industrial stormwater management experience and training experience with reference contact information. Each letter of recommendation can reference experience in either or both categories, 1) California Industrial General Permit implementation experience and/or industrial stormwater management experience; and 2) training experience, however between the two letters references for both categories must be provided. **Those SOQs that do not have,**

\(^1\) Note: Biographical information is for the ToR applicant only and not biographical information for a person submitting on behalf of the ToR applicant.
between the two letters, references for both categories 1) California Industrial General Permit implementation experience and/or industrial stormwater management experience; and 2) training experience, will not be considered.

- Signed SOQ certification statement, provided in Attachment B.

All of the above information should be included in one compiled SOQ file in PDF format to be uploaded at the QISP webpage (https://www.casqa.org/resources/qisp-qualification/industrial-general-permit-trainer-record) on the CASQA website.

Additionally, a non-refundable SOQ Submittal Fee of $500.00 must be submitted with the ToR Applicant’s SOQ. This fee covers the review and evaluation of the SOQs submitted and shall be paid online, with credit cards only, at the QISP web page (https://www.casqa.org/resources/qisp-qualification/industrial-general-permit-trainer-record) on the CASQA website. Note that no portion of this fee will be returned to you in the event that you do not meet the minimum qualification requirements. However, if you choose to resubmit your qualifications at a later date, subsequent review fees are reduced to $250. If you are resubmitting your SOQ after not being selected in responding to a previous IGP QISP ToR RFQ, a non-refundable SOQ Submittal Fee of $250.00 must be submitted with the ToR Applicant’s SOQ.

SOQs will be accepted online through the at the QISP web page (https://www.casqa.org/resources/qisp-qualification/industrial-general-permit-trainer-record) on the CASQA website starting April 8, 2019 at 9:00 AM PDT and ending April 15, 2019 at 4:00 PM PDT. Instructions for uploading SOQs to the QISP web page and payment of the SOQ submittal fee will be provided on the QISP web page. **Uploading a SOQ and making a payment is straightforward but does take some time so CASQA strongly advises SOQ submitters not to wait till the ‘last minute’ to start these processes. SOQ submitters are solely responsible for submitting a complete SOQ by the submittal deadline. Submittals not completed by the deadline will not be accepted. There is no file size limit for SOQs but it is the responsibility of the submitter to ensure the SOQ is received electronically by CASQA. CASQA encourages submitters to confirm receipt of their SOQs by CASQA by the deadline.**

**J. TIMEFRAME FOR TRAINER QUALIFICATION**

- **April 8, 2019 – April 15, 2019** – Statements of Qualifications will be accepted for online submittal at the QISP web page (https://www.casqa.org/industrial-general-permit-trainer-record) on the CASQA website beginning April 8, 2019 at 9:00 AM PDT. Interested individuals shall submit a Statement of Qualifications no later than 4:00 PM PDT April 15, 2019.

- **Week of May 6, 2019** – Selection and notification of Candidate IGP QISP ToRs.
• **May 14, 2019** – Mandatory IGP QISP Trainer of Record Orientation Webinar – details to be provided to the Candidate IGP QISP ToRs.

• **Week of May 20, 2019** – Email notification of Candidate IGP QISP Trainers of Record eligible to become Qualified IGP QISP Trainers of Record upon payment of the registration fee and execution of countersigned agreement with CASQA.

**K. TRAINER EVALUATIONS**
Trainers of Record may be subject to periodic evaluation. Evaluations may be based on observations of an IGP QISP training course provided by an IGP QISP Trainer of Record by a member of the IGPTTT Trainer Qualification Panel and student course evaluations.

**L. IGP QISP TRAINERS OF RECORD RENEWAL PROCESS**
The renewal process for qualification of the IGP QISP Trainers of Record will occur on a biennial basis. The renewal process for qualification of IGP QISP Trainers of Record also includes a mandatory ToR Renewal Webinar, and the submittal of biennial registration fees, described in Section M of the RFQ, by the IGP QISP Trainers of Record.

**M. REGISTRATION FEES FOR IGP QISP TRAINERS OF RECORD**
The registration fee for IGP QISP Trainers of Record is currently $95 and will be assessed for each IGP QISP Trainer of Record prior to issuance of a ToR certificate and on a biennial basis. The intention of the registration fee is to cover the cost of the Trainer of Record Orientation Training, trainer evaluations, renewal training, and administration of the IGP QISP Training Program. The IGPTTT reserves the right to reassess fees in future years.

**N. SUBSEQUENT IGP QISP TRAINERS OF RECORD REQUEST FOR QUALIFICATIONS**
Subsequent RFQs for IGP QISP Trainers of Record will be issued on an as-needed basis.
Attachment A: IGP QISP Training Content

Preliminary Outline of IGP QISP TOR Training (training to be provided by IGPTT)

Day 1

1. Introduction to the Qualified Industrial Practitioner (QISP) training
   a. Overview and Relationship between On-Line/Classroom Training
   b. Training Sequence (i.e. candidates will have taken exam prior to classroom)
   c. Expectation of Candidate Knowledge of IGP (i.e. Training not intended to be on entire permit)
   d. Timeline (when TORs should have training modules ready)

2. Summary of Permit-Required QISP Activities:
   a. New Dischargers – QISP required if they discharge to an impaired water body
   b. Level 1 Exceedance Response Actions – Evaluation and Report

3. Other Permit Items (suggested by Art)
   a. Permit History (how we got here)
   b. CWA Provisions
   c. Limitations of Permit Coverage
   d. TMDL Re-opener

4. QISP Training Content (Abbreviated, covering Training Matrix topics)
5. Beta Exam – Just a review, Grade not recorded, discussion of questions, addition of questions
6. TOR Role

7. Compliance Group Lead Responsibilities
   a. Compliance Group Qualifications
   b. Annual Inspections
   c. Level 1 Reports
   d. Level 2 Technical Reports

8. TOR program administrations details (fees, re-cert., evaluations, contract, CASQA role)

Day 2 – Case Studies (Using Scenarios from QISP Training)

1. New Facility Enrollment (facilities discharging into 303(d) receiving waters)
   a. Permit Section VII.B Requirements and 40 C.F.R. 122.29
   b. Available tools

2. ERA Concept
   a. Level 1 ERA Process and reports Permit Section XII.C
   b. Level 2 ERA Process and reports Permit Section XII.D
      i. Action Plan
      ii. Industrial Activity BMP Demonstration
iii. Non-Industrial Pollutant Source Demonstration
iv. Natural Background Pollutant Source Demonstration

3. SMARTS database
   a. User Roles and database overview
   b. Database functions for facilities discharging into 303(d) receiving waters
   c. Database functions for the Exceedance Response Actions
   d. Database functions for Compliance Groups

4. Summary and Q&A

Draft Outline of QISP Classroom Training (training to be provided by TORs)

1. QISP Roles/Responsibilities (Permit requirements)
   a. New discharger for impaired waterbodies
   b. Specific reports and evaluation
   c. Path to Compliance Group Leader
   d. Permit requirements that don't require QISP (i.e. that discharger will assume QISP is expert on)
   e. When a PE is required?

2. Online training content overview/review/Q&A

3. Case Studies (Scenarios presented and work completely through Level 1 and 2 ERA process)

4. Demonstrations (Examples)
   a. Proper Sampling Techniques
   b. Proper Sample Location Selection

5. QISP program administration details (fees, re-cert., etc.)

6. Time Commitments in the Classroom

<table>
<thead>
<tr>
<th>Training Module</th>
<th>Online</th>
<th>Classroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 0</td>
<td>Free, before student takes the QISP course</td>
<td></td>
</tr>
<tr>
<td>In-class questions on on-line content</td>
<td></td>
<td>1.5 hr</td>
</tr>
<tr>
<td>1. Introduction and Background</td>
<td>0.5 hr</td>
<td>.5 hr</td>
</tr>
<tr>
<td>Module 1 - Background and training layout, this will mention things like the exam is questions only, not guided and that the training pulls from the permit and the scenarios. We can also give a background on the</td>
<td>2 hr</td>
<td></td>
</tr>
<tr>
<td>Module</td>
<td>Time</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>--------</td>
<td></td>
</tr>
<tr>
<td><strong>Module 2 - SWPPP and BMPs</strong> + 1 site scenario for reference</td>
<td>4.5 hr</td>
<td></td>
</tr>
<tr>
<td><strong>Module 3 - Monitoring and ERAs</strong> + 1 site scenario for reference</td>
<td>4.5 hr</td>
<td></td>
</tr>
<tr>
<td><strong>Module 4 – Receiving Water and SMARTS NEC (?)</strong> + 1 site scenario for reference</td>
<td>4.5 hr</td>
<td>1 hr</td>
</tr>
<tr>
<td>ERA Process and Examples (choose from site scenarios?)* do we need to develop an outline for in class scenarios that a TOR develops?</td>
<td></td>
<td>2 hr</td>
</tr>
<tr>
<td>In-class TOR discretionary time</td>
<td></td>
<td>2 hr</td>
</tr>
<tr>
<td>Total Time</td>
<td>16 hr</td>
<td>7 hr</td>
</tr>
</tbody>
</table>
Attachment B
I certify that all information submitted in my IGP Trainer of Record Statement of Qualifications is true. I certify that I will not advertise, announce, or otherwise claim that I am an IGP Trainer of Record until I receive a fully executed copy of the Trainer of Record Agreement with CASQA and my Certificate of Qualification. Once fully qualified, in referencing my status as a Trainer of Record, I will not refer to myself as “State approved” or make an equivalent reference to the State of California or the Water Boards. I may refer to myself as “CASQA qualified” and/or as a “IGP-ToR”. I will not apply a CASQA, State of California, or Water Board logo to my advertisements, marketing materials, websites, or other materials. Classes that I provide will be held in-person under my responsible charge, and will contain the minimum content and class time specified by CASQA and the SWRCB. On-line training is not allowed for the classroom portion of the qualified QISP training.

____________________________________________________

Print Name

____________________________________________________

Signature  Date