

# Annual Training Plan

## Employee Training

### Annual Training

Virginia Tech will maintain a record of training for the Virginia Tech Highland Park Quarry employees. Training shall be provided on the following topics.

1. Education on the facilities SWPPP.
2. Good housekeeping practices.
3. Spill prevention, reporting and response.

Virginia Tech will maintain a record of training for the Virginia Tech Power House employees. Training shall be provided on the following topics.

1. Education on the facilities SWPPP.
2. Good housekeeping practices.
3. Spill prevention, reporting and response.

Virginia Tech will maintain a record of online training for the Virginia Tech Housekeeping employees. Training shall be provided on the following topics.

1. Identification and reporting of illicit discharges.
2. Good housekeeping and pollution prevention practices

### Bi Annual Training

Virginia Tech will maintain a record of training for the Virginia Tech Facilities Grounds employees. Training shall be provided on the following topics.

1. Identification and reporting of illicit discharges.
2. Good housekeeping and pollution prevention practices

### New Employee Training

Virginia Tech will maintain a record of training for the new Virginia Tech dining services employees. Online training shall be provided on the following topics.

1. Identification and reporting of illicit discharges.

## 2. Good housekeeping and pollution prevention practices

### Certifications

#### Pesticides and Herbicides

Virginia Tech will maintain a record of certifications for all employees, and require that contractors, who apply pesticides and herbicides are properly trained or certified in accordance with the Virginia Pesticide Control Act.

#### Virginia Erosion and Sediment Control & Virginia Stormwater Management

Virginia Tech will require and maintain a record of all employees or contractors serving as plan reviewers, inspectors, program administrators, or construction site operators to obtain appropriate certifications under the Virginia Erosion and Sediment Control and Stormwater Management Program Laws and their attendant regulations.

Employee Name	Certification #	Expiration
Jessica Slagle	DCA0429	05/13/2022
Katelyn Kast	DCA0346	10/27/2020
Chuck Dietz	DCA0263	07/07/2022

### Training Schedule

Topic	Trainees	Frequency	Time of Year
SWPPP Training	VT Quarry Employees	Annually	Winter
SWPPP Training	VT Powerhouse Employees	Annually	Summer
Illicit Discharge and Pollution Prevention	VT Housekeepers	Annually	Spring
Illicit Discharge and	VT Grounds Employees	Bi Annually	Summer/Fall
Illicit Discharge and Pollution Prevention	New Dining Services Employees	Once	All year