

## Memorandum

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Be energy efficient!*

**To:** DEPUTY DISTRICT DIRECTORS, Construction  
DEPUTY DIVISION CHIEF, Structure Construction  
CONSTRUCTION MANAGERS  
CONSTRUCTION ENGINEERS  
RESIDENT ENGINEERS  
CONSTRUCTION STORM WATER COORDINATORS

**Date:** December 28, 2011

**File:** Division of Construction  
CPD 11-5

**From:** MARK LEJA *by [Signature]*  
Chief  
Division of Construction

**Subject:** Construction General Permit Training

The Construction General Permit (CGP), State Water Resources Control Board Order Number 2009-0009-DWQ as amended by 2010-0014-DWQ, requires that all persons responsible for implementing permit requirements be appropriately trained. While Caltrans personnel generally do not develop Storm Water Pollution Prevention Plans (SWPPPs) or directly implement them, they inspect and oversee the contractor's implementation of the plans. To support this role, the Division of Construction (division) and the Division of Environmental Analysis are delivering CGP training in the districts. Consultant trainers teach this three-day course, which will educate participants on permit requirements and improve their knowledge of erosion and sediment control, storm water discharge monitoring and reporting, project planning and site assessment, SWPPP development, permit registration documents, and project closeout. The Learning Management System identification number for this course is G101347.

This job-related CGP training course targets Caltrans employees that review and accept contractor-developed SWPPPs or inspect the construction site for storm water compliance. All resident engineers and district storm water coordinators should attend and all others are encouraged to attend unless they have already completed a Qualified SWPPP Developer training course approved by the California Stormwater Quality Association.

Each district is allocated two sessions with a session limited to a maximum of 45 students, but no fewer than 15 students. District construction training coordinators should work with consultants to arrange sessions by January 6, 2012 for classes to be delivered by June 2012. District focal points will work with the division's storm water engineer, Hamid Hakim, to schedule sessions and resolve any schedule conflicts.

When considering where to hold sessions and who attends, hold the training at a location that will require the least amount of student travel time and overnight stays during the three-day training in order to reduce travel related expenses. Training coordinators should provide the division's storm water engineer with an estimated number of students expected to be on travel status and the

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associated expenses as soon as possible. The division will then process a request for a group travel exemption. Students must attend all three consecutively scheduled days to receive credit for the course.

Districts must provide a hard copy of the CGP for students to bring with them to class. The consultant trainers will not provide copies of the permit to students. Find a complete download of the CGP with attachments and appendixes on the State Water Resources Control Board website:

[http://www.waterboards.ca.gov/water\\_issues/programs/stormwater/docs/constpermits/wqo\\_2009\\_0009\\_complete.pdf](http://www.waterboards.ca.gov/water_issues/programs/stormwater/docs/constpermits/wqo_2009_0009_complete.pdf)

This course satisfies the permit's training requirement to obtain certification for Qualified SWPPP Developer and Qualified SWPPP Practitioner. Possession of this certification is not required for staff to perform their duties, therefore, neither the Division of Construction nor the Division of Environmental Analysis will pay for the certification examination or processing at this time.

If you have questions or comments about this directive, please contact, Hamid Hakim, Division of Construction, at [hamid\\_hakim@dot.ca.gov](mailto:hamid_hakim@dot.ca.gov) or (916) 653-7289.