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## MEMORANDUM

TO: Developers, Designers, Engineers and Contractors

FROM: Steve Holder, Planning Director

SUBJECT: NPDES Certification

DATE: February 6, 2007

The O.C.G.A. 12-7-19 Dawsonville Soil Erosion and Sediment Control ordinance states that after December 31, 2006, all persons involved in land development design, review, permitting, construction, monitoring, or inspections or any land-disturbing activity shall meet the education and training certification requirements.

On January 1, 2007 development inspectors, as part of the routine inspection, shall verify that persons involved in land development activities on site are certified per state and City requirements. A violation of these requirements shall be handled in the following manner:

- 1<sup>st</sup> offense - violator shall receive a Notice To Comply (NTC)
- 2<sup>nd</sup> offense - violator will receive a Stop Work Order (SWO)

If an Education & Training Certified (E&TC) individual leaves the site and he/she is the only individual on-site that is certified with that work crew/company/entity, then all land disturbing activity undertaken by that work crew/company/entity shall stop until the certified individual returns.

If you should have any questions, please feel free to contact Steve Holder, Planning Director, City of Dawsonville, at (706)265-3256.

February 6, 2007

TO: All active land disturbance permit project Site Superintendents & General Contractors

Re: Georgia Erosion and Sediment Control Education and Training Certification (Level 1A)  
City of Dawsonville Policy for verification of certification

State law requires erosion and sediment control training certification as of January 1, 2007. The Georgia EPD, Georgia SWCC, and the Stakeholder Advisory Board have released a memorandum specifically identifying all groups that will be required to have certification. They have also asked that the Local Issuing Authority (City of Dawsonville) include verification of certification as part of plan review and site inspection. Following is a list of the items/deadlines that will be enforced by the City of Dawsonville beginning January 1, 2007.

**January 2007** - City Land Disturbance Inspectors will distribute this memorandum along with the State Education and Training Certification Program Fact Sheet. Land Disturbance Inspectors will collect the new completed 24-hour contact sheets. Each one should have a certification number provided. If no number is provided, the Inspector will issue an immediate STOP WORK ORDER until that number is provided or proof of registration is provided for certification training to be given prior to February 28, 2007.

**January and February 2007** - All sites are responsible for getting at least one member from every company and crew that will be doing land disturbing activities (including grading, landscaping, utility installation, erosion control, NPDES monitoring, road construction, septic tank installers, etc.) enrolled in a Level 1A class. Testing results can take 30-45 days to be posted.

**First week of April 2007** - All sites (General Contractor or Superintendent) are responsible for providing a list to their City Land Disturbance Inspector that includes name, company, land disturbance activity and certification number for each subcontractor on the project that is required to have training. If no list is provided, or if the list does not include all the necessary subcontractors, the Land Disturbance Inspector will issue an immediate STOP WORK ORDER until the complete list is provided.

**First week of April 2007** - All sites will be required to keep a record of certification on-site for every crew and company involved in land disturbance activities. The City Land Disturbance Inspector can ask to see proof of this record at any time during the duration of the land disturbance activities. Additionally, the Land Disturbance Inspector can ask to see proof that you are completing your required NPDES monitoring. It is the goal of the City to review these records at least monthly. Anytime a land disturbance violation occurs, the Land Disturbance Inspector will ask to see the certification records. The Land Disturbance Inspector can also conduct random checks on site of the different work crews and companies. It is mandatory that an updated record of every entity's certification working on site be kept at the site and made available upon request.

All new construction sites will be made aware of these requirements through notes on the approved land disturbance plans beginning January 1, 2007. By April 2007, all new and existing construction sites should have all necessary certifications.

February 6, 2007

TO: All developers and engineers seeking Land Disturbance Permits from the City of Dawsonville

Re: Georgia Erosion and Sediment Control Education and Training Certification (Level 2)

Effective January 1, 2007, the City of Dawsonville will be introducing new plan requirements. These additional notes and design measures have been mandated by various state agencies. A completed description follows.

**Erosion and Sedimentation Control Training and Certification Requirements:**

State law requires erosion and sediment control training certification as of January 1, 2007. The Georgia EPD, Georgia SWCC, and the Stakeholder Advisory Board have released a memorandum specifically identifying all groups that will be required to have certification. They have asked that the Local Issuing Authority (City of Dawsonville) include verification of certification as part of plan review and site inspection.

**January 1, 2007 –**

1. No project will be permitted without a note on the plans indicating the design professional's Level 2 certification number and expiration date. It is recommended this be near the design professional's seal and signature.
2. No project will be permitted without a note indicating that the design professional who prepared the Erosion and Sediment Control Plans is to inspect the installation of BMP's within 7 days after the land disturbing activity begins and that proof of the site inspection should be kept on the site.
3. Land Disturbance Inspectors will begin asking contractors and superintendents for Level 1A certification.

**GEORGIA EROSION & SEDIMENTATION CONTROL  
EDUCATION AND TRAINING CERTIFICATION PROGRAM**

**FACT SHEET**

**Georgia Environmental Protection Division,  
Stakeholder Advisory Board and  
Georgia Soil and Water Conservation Commission**

As part of House Bill 285, new education and training certification requirements were included in the 2003 amendments to the Georgia Erosion & Sedimentation Act (Act). These new education and training certification (E&TC) requirements in the Act state that "After December 31, 2006, all persons involved in land development design review, permitting, construction, monitoring or inspection or any land disturbing activity shall meet the education and training certification requirements, dependent on their level of involvement with the process, as developed by the commission in consultation with the division and the Stakeholder Advisory Board created pursuant to Code section 12-7-20."

The "all persons involved" phrase encompasses a substantial number of people taking one or more of the E&TC courses. Members of the Stakeholder Advisory Board met with the Georgia Environmental Protection Division (EPD) and Georgia Soil and Water Conservation Commission (GSWCC) to discuss the ramifications and the multitude of personnel that would need training under the E&TC requirements. It was collectively agreed that while engaging in land disturbing activities at least one person from each work crew/company/entity involved with land disturbing activities on a project or site must have completed the E&TC requirement and be certified through the GSWCC. EPD recommends, but does not require, that at least two people from each work crew/company/entity working at a project or site have completed the E&TC requirement. In the event that an E&TC individual is out due to illness, on vacation or called away on an emergency, then another E&TC individual is available on-site to ensure that erosion and sedimentation control issues are under control, regardless of what situation arises. If an E&TC individual leaves the site and he/she is the only individual on-site that is certified with that work crew/company/entity, then all land disturbing activity undertaken by that work crew/company/entity should stop until the certified individual returns.

The following is a list of positions/occupations that are likely to need the required E&TC. The list is grouped into three categories and is not a complete listing of all job titles, but rather is a sample of those that are more common. There may be other titles not included that could benefit from attendance at these E&TC courses. It is useful to consider your specific job responsibilities, and if those responsibilities include involvement with land disturbing activities, then your attendance at one or more of these E&TC courses is necessary unless somebody else with your work crew/company/entity has already satisfied this requirement for every project or site.

Fundamentals Course (Level IA):

- Primary/Secondary/Tertiary Permittees (depending on level of involvement)
- Best management practice installation personnel
- Builders

## EDUCATION AND TRAINING CERTIFICATION PROGRAM: Fact Sheet

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Contractors

Developers

Grading contractors & Grading, earthmoving equipment operators

Irrigation system personnel (residence, commercial and industrial sites)

Landscape personnel

NPDES monitoring and sampling consultants

Site superintendents

Utility contractors

Wastewater contractors installing on-site systems (includes septic tank excavation and drain fields)

Well drillers (includes directional boring equipment operators)

Plumbers and electricians will require certification if conducting a land disturbing activity within a permitted project site.

Others involved in land disturbing activities

Advanced Fundamentals Course (Level IB):

Primary/Secondary/Tertiary Permittees (depending on level of involvement)

Regulatory enforcement inspectors (city and county staff)

Non-regulatory personnel inspectors contracted for regulatory work (such as an environmental consultant to a city or county government)

Introduction to Design Course (Level II):

Primary/Secondary/Tertiary Permittees (depending on level of involvement)

Design professionals

Plan reviewers (includes Georgia Soil and Water Conservation Commission and Natural Resources Conservation Service staff)

The 'dependent on their level of involvement with the process' phrase is not applicable to: a) minor land disturbing activities, since these activities are exempt under the Act as specified in Section 12-7-17(3); and b) sites under one acre of land disturbance and the land disturbance is more than 200 feet from State Waters, as specified in Section 12-7-17(8). Therefore, a work crew/company/entity involved in a) or b), as described in the preceding sentence, does not need to have the education and training certification (E&TC) required by the Act.

*However*, if the site is part of a larger "common development," then the E&TC requirements will apply for an individual or entity at a site with less than one acre of land disturbance. Please note that the determination of whether an activity is minor land disturbing is made by the local issuing authority, or by EPD in areas where there is no local issuing authority.

In summary, it is important to consider "what are my job responsibilities," and if these responsibilities include involvement with land disturbing activities, then your attendance at one or more of these E&TC courses may be necessary. Georgia's E&TC program does not recognize reciprocity with any other state erosion and sedimentation education certification.

The Education and Training Certification Program is administered and implemented by the E&SC Education and Certification Program of the Georgia Soil and Water Conservation Commission, telephone (706) 542-1840. For additional information, access the Commission's website: [www.gaswcc.org](http://www.gaswcc.org); click on Education/Certification. For enforcement inquiries, EPD's Watershed Protection Branch can be reached at (404) 675-6240.

November 2006



[www.gaswcc.org](http://www.gaswcc.org)

## Education & Training Certification Program for Individuals Involved in Land Disturbing Activities

### Fundamentals (Level IA)

The Level IA Fundamentals Seminar is a one day course designed to train contractors, builders, developers, site superintendents, grading and utility contractors, and monitoring consultants in the proper installation, maintenance, and inspection of BMPs on construction sites.

Topics covered in this course are fundamentals of erosion and sediment control, the Georgia Erosion & Sedimentation Act, NPDES Permits, field maintenance, stream buffers, vegetative and structural BMP practices.

#### **Requirements for Level IA Certification: "Certified Personnel"**

- You must register for and attend a Conservation Commission approved and posted "Fundamentals Seminar" (Level IA)
- You must submit the appropriate certification application\*
- Take and receive a passing score of 70% on the Level IA certification exam.
- The Certified Personnel Card is valid for 3 years.
- Passing authorizes you to perform duties relating to land disturbance as a builder, developer, utility contractor, monitoring consultant, etc.
- The Level IA Certification meets requirements for "Qualified Personnel" status as defined by Georgia's NPDES General Permit for Construction Activities.
- **It is recommended that you have your certification card with you while on the job. You may be asked to present your card by an inspector or enforcement authority.**

#### **Exam Only Sessions**

- You must register for a Soil and Water Conservation Commission **Exam Only Session**.
- Provide **Proof of Attendance** from a Conservation Commission "NPDES Qualified Personnel Workshop", "Fundamentals of Erosion and Sediment Control Workshop" another Conservation Commission and Division approved "qualified personnel" course or equivalent Conservation Commission approved course within 3 years prior to exam date. \*\*
- Submit the appropriate certification application\*
- Take and receive a passing score of 70% on a Level IA certification exam

\* Application will be distributed before the exam.

\*\***Proof of Attendance** -You will need to have the course date and the instructor's name of the approved course you attended that allows you take the exam only. Course Dates for Level IA Fundamentals Seminar