

Basic Inspector Training Agenda

	Day 1 – May 13, 2025
8:30-8:45	Registration
8:45-9:15	Welcome and Introductions – Name, Agency, Education, Experience, # of inspections conducted per year, and total # of inspections conducted
9:15-10:30	Introduction to Environmental Compliance Program <ul style="list-style-type: none"> • Overview and Role of the Inspector • CBI, Ethics and dealing with the Public • Environmental Compliance Objectives
10:30—10:45	BREAK
10:45--12:15	Introduction to Practical Exercise <ul style="list-style-type: none"> • Show P3 Postponed Video • Describe Practical Exercise, provide ground rules • Split into groups Assignment: Develop Inspection Plan based on video
12:15 – 1:15	LUNCH
1:15-2:00	Inspection Planning <ul style="list-style-type: none"> • Project Plan / Site-specific Check List • Your Inspection Toolbox – what you need to prepare
2:00-2:30	Data Resources Overview of ECHO and other resources
2:30-2:45	BREAK
2:45-3:15	Evidence and Documentation Four Types of Evidence (Testimonial, Demonstrative, Physical, and Documentary) and Chain of Custody
3:15-4:00	Site Entry and Opening Conference <ul style="list-style-type: none"> • Entry Authority and Process • Conference, Personnel, Discussions, Agreements • Denial of access • Warrants

	Day 2 – Wednesday May 14, 2025
8:30--9:00	How to Conduct an Interview
9:00--9:30	Exercise: “A Picture is worth a Thousand Words” -
9:30--9:45	BREAK
9:45--10:00	Review P3 Postponed Video (2nd time)
10:00--11:00	Assignment: Groups develop a list of activities, review and discuss the activities. One group lists the activities, and the other groups add to the list as needed (the Inspection Plan).
11:00--11:45	Onsite Inspection Process <ul style="list-style-type: none"> • How to Conduct an On-Site Tour • Photos, Interviews, Samples, & Records
11:45--12:45	LUNCH
12:45--1:45	Sampling Records and Media, Photography <ul style="list-style-type: none"> • Files, Physical Media Sampling • QA/QC • Digital Photography Policy and Guidance
1:45--2:15	Closing Conference <ul style="list-style-type: none"> • Request documents and records • Resolve Outstanding Issue, CBI
2:15--2:30	Break
2:30--3:00	Report Writing-- slides on how to write a good report
3:00--4:00	Enforcement Process & Responsibilities: What happens after the inspection? Case Development, Negotiations, Hearing and Trial Process and Depositions/Testifying at Trials

	Day 3 - Thursday, May 15, 2025
8:30—10:30	Assignments: Each group interviews the medical waste incinerator operator and develops an inspection report using the template. Groups give the instructors the report on the thumb drive (1-2 pages maximum).
10:30-10:45	Break
10:45-11:45	Review and Discuss Each Group's Inspection Report
11:45-- Noon	What Inspectors Should Know About Criminal Investigations
Noon-1:00 pm	Closing Comments, and Evaluation Course ends approximately at 1:00pm