



GOVERNMENT OF
NEWFOUNDLAND AND LABRADOR

Department of Environment
Pollution Prevention Division

GUIDANCE DOCUMENT

Title: Training for Environmental Protection Officers

Prepared By: Marie Ryan
Marie Ryan, Environmental Biologist

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Approved By: D. Maddocks
Derrick K. Maddocks, Director

Environmental Protection Officer Training
GD-PPD-030

1.0 SUBJECT:

The recommended training with respect to the duties/responsibilities of an Environmental Protection Officer (EPO) for the Province of Newfoundland and Labrador.

2.0 OBJECTIVE:

To outline the type of training appropriate to the level of responsibility, and duties of EPOs.

3.0 LEGISLATION:

The *Environmental Protection Act*, SNL 2002, c. E-14.2 (EPA) and regulations under this Act or carried over under this Act:

3.1 Other Policy:

The Memorandum of Understanding (MOU) between Department of Environment and Conservation (DOEC) and the Government Services Centre briefly outlines the terms by which Government Services Centre (GSC) Environmental Protection Officers are authorized to conduct field inspections and regulatory enforcement of the Province's environmental legislation. The DOEC outlines training requirements which the GSC endeavours to provide.

4.0 BACKGROUND:

The Minister of Environment and Conservation may designate inspectors under Section 89. of the EPA. All EPOs are designated as inspectors under the Act.

Section 94 gives inspectors the full power of peace officers when carrying out their full range of duties under the EPA.

5.0 Duties of an Environmental Protection Officer:

The routine administrative duties of an EPO may include: maintaining databases on Hazardous Material Incidents (Spill Reports) and ongoing compliance monitoring / investigations; conducting file audits for Phase I Environmental Site Assessments (ESAs); review and approval of ESA reports (Phase 1-4), remedial action plans and closure reports for criteria based cleanup of impacted sites; updating Certificates of Approval for Waste Management Systems, and approvals for Storage Tank Installations for gasoline and associated products; review of development approvals; provision of information to the public on environmental matters related to their mandate; and issuance of warning letters, and Ministerial Orders.

The routine field duties of an EPO may include: overseeing installation or removal of under/above ground tanks for the storage of petroleum hydrocarbons, and substances for which there is an environmental concern; reviewing leachate analyses for toxic constituents of waste proposed for disposal via land-filling; conducting routine site inspections of: sewage treatment/ oily waste/wastewater treatment facilities, PCB storage sites, landfill

sites/other waste management systems e.g. transfer stations; and responding to complaints of violations of the EPA.

Emergency Response

EPOs responding to environmental emergencies must be prepared to take on the role of an On Scene Commander, and must be well-versed in leading emergency response contingency plans and protocols, with respect to releases to the environment that may/will result in an adverse effect.

Regulatory Compliance/ Enforcement

In the event of compliance and enforcement, the EPO with/without supervisory support, may be required to lead an investigation in response to a complaint or an emergency; document all factual information and relevant evidence, including witness testimony; lay charges, issue summons and prepare court briefs; act as an expert witness, and recommend penalties.

The Department of Environment and Conservation should be notified of hazardous material spill reports, violations, issuance of Ministerial Orders, and prosecutions/convictions, and is consulted when appropriate, on technical and policy matters.

Cooperation with Other Regulatory Agencies

On a day to day basis, and during environmental emergencies, EPOs may work cooperatively with officials of other regulatory agencies, depending upon the jurisdiction/nature of the situation.

6.0 Application:

This document provides an indication of training applicable to carrying out the duties/responsibilities of an EPO, over and above the academic credentials and experience required for the position. The training of individual officers should relate to the duties they are expected to perform regularly, at the discretion of their supervisors. Individual officers may not require training in every facet of the work of an EPO, if they are not assigned these tasks.

Specific references to course/training material, as appended, is subject to change over time, depending upon availability.

7.0 Suggested Training:**7.1 Basic**

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|-------------------------|--|
| Health/Safety | - St John Ambulance Standard First Aid
- and Cardio-Pulmonary Resuscitation |
| Computer/administrative | -Wordperfect/Word
- Intro to Microsoft Excel and/or Microsoft Access
- keyboard and report / letter writing skills |

7.2 General knowledge

- ▶ knowledge of the legislation, regulations and any relevant policies
- ▶ knowledge of standard forms, procedures and protocol for complaints, inspections, investigations and provision of information to the public
- ▶ contact persons /field managers and technical and professional experts within the DOEC and Department of Justice when appropriate, through the immediate supervisor

7.3 Routine regulatory duties:

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|-------------------|---|
| <u>Priority 1</u> | - Management of Environmental Site Assessment |
| <u>Priority 2</u> | - Storage Tank System Installer's Course |
| <u>Priority 3</u> | - Environmental Auditing
- Transport of Dangerous Goods training course
- Management of Contaminated Sites
- Risk Management/Risk Assessment
- Waste Management/ Recycling seminars/conferences/workshops |
| <u>Optional</u> | - Bio and Phyto remediation techniques |

7.4 Enforcement/Compliance

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|-------------------|--|
| <u>Priority 1</u> | - knowledge of <u>the powers of a Peace Officer</u> for an EPO under the EPA
- knowledge of Enforcement and Compliance Policy and Procedures (GSC, April, 1998) |
| <u>Priority 2</u> | - Environmental Inspections and Investigations
- OR Basic Investigative techniques (minimum)
- Sampling (soil, air and water) procedures |

Priority 3 (Derived from Basic Training for Environmental Officers, Ontario)

- The Provincial Legislation: EPA, OHS, Offenses Act
- Roles and Responsibilities of the Peace Officer/Provincial Environment Officer
- Court Procedures
- Collection/ Rules / Preparation of Evidence
- Use of Force/Self Defence
- Inspection vs. Investigation
- Field Notes and Photographs
- Interviewing Techniques and Negotiating Skills
- Testimony
- Ticketing

Emergency Response

Priority 1

- knowledge of Contingency/Response Plan for Environmental Emergencies, (DOE, April, 2002 and as updated)

Priority 2

- Emergency Plans and Operations (NL Emergency Measures Organization)
- Emergency Public Information (NL Emergency Measures Organization)
- On Scene Commanders Course
- 40-hour Site Operations Health and Safety Training Course (HAZWOPER)
- Shoreline Clean-up Assessment Technology (SCAT)
- Basics of Responding to Oil Spills in the Marine Environment OR
- Marine Spill Response Operations Course

PLEASE NOTE: The course subjects suggested are recommended by the DOEC, while actual course titles/content may vary somewhat from year to year. As well, the availability/location of courses is variable. **The DOEC will endeavour to forward current course offerings in a timely manner to all GSC regional offices.**

Addendum

Basic Health and Safety and Computer Skills training courses are offered through the Human Resources Division of most Government Departments on a regular basis, and for all employees.

The Newfoundland and Labrador Emergency Measures Organization may offer courses geared to emergency response from time to time.

Courses in Environmental Site Assessment and Risk Management , and Environmental Regulation, and Marine Spill Response, and Environmental Inspections and Investigations among others are offered periodically by the Continuing Education Program in Occupational Health and Safety and Environmental Health through Dalhousie University.

Contact: Mary Meidell, Program Director
Dalhousie University
Continuing Technical Education
5269 Morris Street
Halifax, Nova Scotia
B3J 1B6 tel: 902-494-6060; fax: 902-423-9859
mary.meidell@dal.ca
www.cte.dal.ca

As well, the Newfoundland Environmental Industries Association has periodically organized the 40-Hr. Site Operations Health and Safety Training Course (HAZWOPER) and the Shoreline Clean-up Assessment Technology (SCAT) to be offered in Newfoundland through various consulting environmental education companies.

90 O'Leary Ave
Suite 101, Parsons Building
St. John's, NL
A1B 2C7
Phone: 772-3333
Fax: 772-3213
Email: info@neia.org