

4.0 EDUCATION METHODS & PARTICIPATION OPPORTUNITIES

4.1 MUNICIPAL EMPLOYEE EDUCATION

Middlesex Township municipal employees include Middlesex Township Police Department, Highway Department, Parks and Recreation Department, and Water and Sewer Department. These employees are likely to interact with stormwater in one way or another through their everyday work. In addition, office staff will be responsible for fielding stormwater-related phone calls and creating and managing documentation. Educating these employees on ways to improve water quality can be the first building block of educating the community.

Middlesex Township Highway Department staff are routinely educated about pollution prevention throughout the year. The Roadmaster trains staff through informal Tailgate Talks that cover a variety of topics including, but not limited to, vehicle maintenance and disposal of automotive fluids, incident cleanup, municipal property maintenance and organization, and maintenance and disposal of materials extracted from stormwater drainage systems. Staff is also trained on equipment calibration for herbicide application and deicing equipment.

A third-party program for educating municipal employees is offered primarily as in-person seminars provided to groups of employees at least once every two years. The presentation format is lunch-and-learn programs conducted by the Township engineering consultant. The lunch-and-learn program informs two groups: field personnel (maintenance workers, inspectors, police officers, etc.) and office personnel that may receive and respond to stormwater concerns from residents and businesses. Education programs are usually offered for all employees in one group but may have breakout sessions with information tailored to each group. The Township may use other training formats as appropriate.

Municipal Staff Education Highlights:

- Routine Tailgate talks and equipment calibration trainings.
- Trainings once-every two years:
 - o Office Personnel
 - o Field Staff
- Additional field-based workshops, as needed.

Tailored information for field personnel will focus on identifying stormwater-related issues encountered during the performance of their routine duties, such as potential illicit discharges, litter, clogged stormwater drains, erosion emanating from construction, or malfunctioning stormwater infrastructure. Staff will be instructed on proper responses and how to report these issues.

Information for office personnel will include general information on many of the same topics, but will focus more on the stormwater complaint receipt, response, follow-up, and documentation. To accommodate schedule conflicts and ensure staff participation, several identical lunch-and-learn sessions can be held, if required. Pre-presentation and post-presentation quizzes will document the success and attendance sheets will document participation rates.

Field personnel education will be periodically supplemented on an as-needed basis with field-based workshops to train staff how to follow new procedures, detect pollution sources, use inspection checklists, and complete documentation.