

Green Industries Best Management Practices Training Protocols

Certification in the Green Industries Best Management Practices (BMPs) is mandatory in some areas of the state in response to county or city fertilization ordinances statewide for commercial fertilizer applicators. Due to State and local regulation and certification requirements, GI-BMP training for attendee certification must follow standard guidelines. These training programs are funded and overseen by the Florida Department of Environmental Protection (FDEP) and they require that certain protocols be followed when conducting these trainings.

The following protocols must be followed for FDEP recognition of a GI-BMP training:

Certified Instructors

In order to conduct a BMP training where attendees will receive a Certificate of Training, the training must be done by a certified instructor. To become certified, instructor candidates are required to achieve a 90% score on the program post-test, attend an instructor class or individual tutorial, and participate in presenting two or more trainings under the supervision of a Senior Instructor. Program instructors are predominantly Extension horticulture agents and Green Industry professionals.

Content and Agenda

The official BMP program content is provided to certified instructors through an instructor log-in website. Instructors are required to use the current approved version. While this program may be expanded to reflect local issues, it is important that the topics be adhered to. It is also important that the tone of the talks not be changed to reflect any outside agendas - the topics are not to be changed in this sense. The FDEP has funded this program and will not allow for major changes.

Trainings may be done in an all-day session. A typical agenda is included below. ***In order to meet CEU requirements, each topic must take a minimum of 50 minutes (Module 3 – Lawn and Landscape must take a minimum of 80 minutes): these sessions cannot be shortened.*** In some cases, it may be more practical to deliver the training over time, one module at a time. In this case, it is imperative that all modules be attended before a Certificate of Training or pesticide CEUs will be issued.

CEU Attendance Form Procedure: It is important that CEU attendance forms are only given out at the end of the program. Have the official CEU attendance forms already printed out (you may photocopy it on colored paper). Hand them out to attendees before the post-test. Have the attendee fill out the top and return to you for your signature. Sign and return them after the posttest. The attendee will retain their signed form and turn it in when they renew their pesticide or fertilizer applicator license. The recommended recordkeeping is to enter the attendees into the FDACS website after the class is over (requires the attendee's pesticide license # with the 2-letter prefix). Instructions are available for entering attendees into the website. If you do not enter attendees into the website, you should keep a sign-in sheet or a photocopy of the attendance form for your records that includes the attendee's name and pesticide license number with the 2-letter prefix.

Other CEUs (CCA, FNGLA) may be obtained and this class has been approved for them in the past. Contact the organizations directly for more information on this.

BMP Certification Paperwork to Turn In

Green Industries BMP Training Records:

- Each attendee must fill out a Green Industries BMP Training Record in order to be listed as Certified in the BMPs and receive a Certificate of Training, or to receive CEUs.
- Have attendees fill the form out completely; remind attendees to write legibly or they may not receive a Certificate of Training.
- These records are maintained for verification by FDEP or municipalities.

Surveys

Surveys should be filled out. These are compiled and reported to FDEP.

Pre- and Post-Test:

All classes begin with the pre-test and end with the post-test. Attendees must receive a score of 75% or better on the post-test to receive a Certificate of Training.

All of these materials should be mailed to the GI-BMP Program State Office, PO Box 110675, Gainesville, FL 32611 at the conclusion of the training. Instructor should keep a copy of Training Records and post-tests until the original materials have been received and processed at the State Office.

Attendee Handouts:

Manuals are available in English and Spanish. Other handouts pertaining to local issues or considerations may be used, but please make sure that they are consistent with the topics discussed. Please contact the GI-BMP State Office at gi.bmp@ifas.ufl.edu or 352-273-4517 if you need manuals or help obtaining other official class materials.

Certificates of Training are mailed from the GI-BMP State Office. Attendees must have a minimum score of 75% on the post-test to receive a Certificate.

Charges and Lunch:

A typical charge for the program is \$0 - \$30 per person, payable to the county office or organization hosting the class. This fee is not mandatory and may be waived or reduced at the discretion of the trainer. The fee covers attendee handouts, refreshments/lunch and other direct program expenses. On occasion, speakers may ask for and receive travel reimbursement, which is also paid from these charges.

Questions? Contact:

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