

DEPARTMENT OF THE ARMY
HEADQUARTERS, 409TH SUPPORT BATTALION (BASE)
UNIT 28130
APO AE 09114

S: 15 February 2004

AETTV-SB-CO

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Hazardous Material/Waste Management & Pollution Prevention Training (English language)

1. Installation Management Agency, Europe Region, is sponsoring a series of Hazardous Material/Waste Management and Pollution Prevention Training Courses for 409th BSB Grafenwoehr/Vilseck. The objective is to ensure that USAREUR community and tenant unit personnel are provided training to improve their on-the-job skills and to meet one of the Army's environmental program objectives: "To control hazardous waste and minimize environmental release of waste". Enclosure 1 gives detailed information about content and target audience of available courses. All units and **Rear Detachments** need to appoint a Unit Environmental Coordinator (primary and alternate). The Unit Environmental Coordinators (UEC) Course (24 hrs) is mandatory for each designated Unit Environmental Coordinator. All Environmental Coordinators, who previously attended the Unit Environmental Coordinators Course, are required to take the annual 8 hrs HM/HW UEC refresher class. All training classes are offered in English language.
2. Classes will be given during the week of 22-26 March 2004. Selected attendees will be informed of exact training dates/times and locations as soon as possible. Tentative course dates can be found in the attached course schedule.
3. Please complete enclosed nomination sheet and forward to 409th BSB, DPW Grafenwoehr, Environmental Management Office, NLT 15 February 2004.
4. Your 409th BSB DPW POC's are Mrs. Poerschke and Mrs. Yankers, Environmental Management Office Grafenwoehr, at DSN 475-7048, FAX 475-7047 or email sabine.poerschke@us.army.mil.

/ORIGINAL SIGNED/

2 Encls

JOSEPH P. MOORE
LTC, EN
Commanding

AETTV-SB-CO

SUBJECT: Hazardous Material/Waste Management & Pollution Prevention Training (English language)

DISTRIBUTION VILSECK:

DPW Vilseck (MAJ Kinard), APO AE 09112
Chief, DPW Utilities Division, APO AE 09112
Chief, DPW B&G Division, APO AE 09112
Chief, DPW ERM Division, APO AE 09112
Chief, Fire Department, APO AE 09112
Chief, TSC, APO AE 09112
Chief, DCA, APO AE 09112
Chief, Logistics, APO AE 09112
Manager, AAFES Car Care Center, APO AE 09112
Manager, AAFES PX, APO AE 09112
Manager, AAFES Shoppette/Gas Station, APO AE 09112
Manager, DeCA Commissary, APO AE 09112
Manager, MWR Auto Craft Shop, APO AE 09112
Manager, Detail Plus, APO AE 09112
Commander, RSSA Vilseck, APO AE 09112
Commander, MAV, APO AE 09112
Commander, ASP #1, APO AE 09112
Commander, 3rd Bde, 1st IN Div, APO AE 09112
Commander, 317th Maint Co, APO AE 09112
Commander, 41st Trans Co, APO AE 09112
Commander, 529th Ord Co, APO AE 09112
Commander, 561st Med Co, APO AE 09112
Commander, 72nd Med Det (VS), (Veterinary Clinic), APO AE 09112
Commander, Health Clinic, APO AE 09112
Commander, Dental Clinic, APO AE 09112
Commander, DET1, 2ASOS, APO AE 09112
Commander, F TRP, 1-4th CAV, APO AE09112
Rear Detachment Commander, HHC, 3rd Bde, ATTN: CPT Wiltcher, APO AE 09112
Rear Detachment Commander, 2/2 IN, ATTN: LTC Newell, APO AE 09112
Rear Detachment Commander, 201st SB, ATTN: LTC Mitchell, APO AE 09112
Rear Detachment Commander, 1/63 AR, ATTN: MAJ Laface, APO AE 09112
Rear Detachment Commander, 2/63 AR, ATTN: LTC Kulp, APO AE 09112
Rear Detachment Commander, 38th PSB Det, ATTN: SFC Song, APO AE 09112
Rear Detachment Commander, 94th ECB(H), ATTN: CPT Sinclair, APO AE 09112
Principal, Middle/High School, APO AE 09112
Principal, Elementary School, APO AE 09112

CF (w/encls)

409th BSB, S-3, APO AE 09112

409th BSB, Safety Office, APO AE 09112

AETTV-SB-CO

SUBJECT: Hazardous Material/Waste Management & Pollution Prevention Training (English language)

DISTRIBUTION GRAFENWOEHR:

Chief, DPW Utilities Division, APO AE 09114
Chief, B&G Division, APO AE 09114
Chief, ERM Division, APO AE 09114
Chief, DPW Self Help Store, APO AE 09114
Chief, Fire Department, APO AE 09114
Chief, CFA, APO AE 09114
Manager, AAFES Garage, APO AE 09114
Manager, AAFES Shoppette, APO AE 09114
Commissary Officer, APO AE 09114
Logistics, APO AE 09114
JMMA, APO AE 09114
Commander, NCO Academy, APO AE 09114
Commander, OMA, APO AE 09114
Chief, Troop Construction Program, APO AE 09114
Manager, TISA, APO AE 09114
Chief, TMP, APO AE 09114
Chief, POL Class III, APO AE 09114
Chief, DRMO, APO AE 09114
Chief, Range Control, APO AE 09114
Chief, Range Warehouse, APO AE 09114
Commander, HHC, 100th ASG, APO AE 09114
Commander, 7th ATC Flight Detachment, APO AE 09114
Commander, 11th Trans Co, APO AE 09114
Commander, 535th Engr Co, APO AE 09114
Commander, 2nd Ord Det, APO AE 09114
Commander, 255th Med Det, APO AE 09114
Commander, Health Clinic, APO AE 09114
Commander, Dental Clinic, APO AE 09114
Rear Detachment Commander, 615 MP Co, ATTN: SFC Garrison, APO AE 09114
Rear Detachment Commander, E Co, 3/58th AVN, ATTN: 1LT Cunningham, APO AE 09114
Rear Detachment Commander, 71st Med Det, ATTN: MAJ Gellasch, APO AE 09114

CF (w/encls)

Chief, 7th ATC Safety Office, APO AE 09114
Chief, Industrial Hygiene Office, APO AE 09114
Chief, 100th ASG DPW Environmental Office, APO AE 09114
Commander, 100th ASG DOL, APO AE 09114

CY 03-04 IMA-EURO HM/HW Management Training Courses

Course Title	Date/Length of Course	Intended Audience	Training Site	Language	Instructor
Unit Environmental Coordinator's (UEC) Course	22-24 Mar 04 (24 hours)	UECs (E-5, E-6s or civilian equiv.)	TBD	English	Contractor
<p>This course satisfies the training requirements in FGS chapters 5 and 6. Attendees will receive instruction regarding policy, program direction and objectives, and a discussion of component roles and responsibilities. Additionally, they will receive instruction on compliance requirements associated with HM and HW as required in the FGS. Environmental impacts, hazardous properties, labeling, source reduction, spill response, recycling, and good operating practices will be covered in the course. The current course material will be adapted to provide more emphasis on the role of the UEC, and a "train-the-trainer" component added to formalize the transfer of the material from the classroom to the motor pool after the class has concluded. Certificates will be awarded upon successful completion of the course.</p>					
Course Title	Date/Length of Course	Intended Audience	Training Site	Language	Instructor
Environmental Awareness Training	TBD (Four 2-hour sessions)	All shop personnel	In shops/TBD	English	Contractor & qualified UEC's
<p>This course will provide tailored information to provide awareness of the dangers of working with hazardous materials, as required by the FGS. Instruction will include a discussion of the policy that drives the IMA-EURO environmental program and a summary of environmental requirements that apply to their job. Participants will receive instruction on source reduction, labeling, properties of hazardous materials and wastes, environmental impacts, spill response, recycling, and proper disposal techniques. The course may be taught in German, Italian, French, Dutch, and English by either Contractor personnel or UECs, trained by the Contractor during the 24hr UEC course.</p>					
Course Title	Date/Length of Course	Intended Audience	Training Site	Language	Instructor
OSHA 8 Hr Annual Refresher	TBD (8 hours)	See below	TBD	English	Contractor
<p>This course is designed to meet the health and safety training requirements for Hazardous Waste Operations, OSHA Title 29 CFR 1910.120(e). The course will focus on proper handling of hazardous waste, safety procedures, health concerns, personal protection, monitoring, and safety planning. This 8-hour Annual Refresher course offers an up-to-date review of standard health and safety training principles, as well as information to prepare the attendee to recognize and respond to a variety of hazardous waste situations and substances. Certificates will be awarded upon successful completion of the course. NOTE: attendees must prove that they have taken the 40 hour HAZWOPER course or 8-hour Annual Refresher within the last year to be eligible to take this refresher (present certificate to the instructor). Refresher certificates will be awarded upon successful completion of the course. This course will be taught in English and the maximum number of students in the course will be no more than 20.</p>					

CY 03-04 IMA-EURO HM/HW Management Training Courses

Course Title	Date/Length of Course	Intended Audience	Training Site	Language	Instructor
HM/HW UEC Refresher	TBD (8 hours)	See below.	TBD	English	Contractor
<p>This course is designed to fulfill the FGS requirement for an annual HM/HW refresher. The students must show proof of attendance of the twenty-four (24) hour HM/HW UEC course to attend this class (present certificate to the instructor). Refresher certificates will be awarded upon successful completion of the course. The course is available in German, Italian, French, Dutch, and English.</p>					

Course Title	Date/Length of Course	Intended Audience	Training Site	Language	Instructor
Basic Chemistry and Compatibility Course	TBD (4 hours)	See below	TBD	English	Contractor
<p>The course is designed for employees or their supervisors who have responsibilities for managing hazardous material or hazardous waste, but have not had basic chemical and compatibility training. The course is intended to be conducted mainly in a classroom setting using a combination of lecture, Powerpoint presentation, and exercises. The course is 4 (four) hours long and taught in English. The maximum recommended class size is 20.</p>					

Course Title	Date/Length of Course	Intended Audience	Training Site	Language	Instructor
Dangerous Goods (HM/HW) Transportation Course	TBD (2 hours)	See below	TBD	English	Contractor
<p>The course is designed for supervisors and employees responsible for shipping or driving Dangerous Goods (HM/HW) on public roads without meeting the full ADR/AER 55-4 requirements (HAZ-11 driver, placards, AIS, etc). The course is 2 (two) hours long and conducted in a classroom setting using a combination of lecture, Powerpoint presentation, and classroom exercises. At the completion of the course, students will understand how to use the ADR/AER 55-4: small quantity exemption, consignor checklist, and receiver checklist, and when the full ADR/UR 55-4 requirements must be met. Note: This course is not a substitute for the HAZ-11 HM Drivers Course. The course will be taught in English and the maximum class size is 40 students.</p>					

CY 03-04 IMA-EURO HM/HW Management Training Courses

Course Title	Date/Length of Course	Intended Audience	Training Site	Language	Instructor
Senior Leadership Environmental Course (SLEC)	TBD (Less than 1 hour)	O-4 and above GS-14 and above	On-site	English	EMO w/contractor back up if requested
<p>Provide senior leaders with awareness of, and their role within, the Europe Region environmental program. Senior leaders need to know both the policy that drives the program and a summary of the environmental requirements. Factors such as performance measures (ECAS, violations, EMS, etc.), the connection between environmental management and the installation's mission, and the roles and responsibilities of subordinate personnel will be discussed as part of the course. The contractor will provide the EMO with an up-to-date presentation and, if desired, will attend the briefing as back-up, provided it's performed during the selected training week.</p>					
Course Title	Date/Length of Course	Intended Audience	Training Site	Language	Instructor
Company Commander's Environmental Course	4 hours	O-2 and above E-7 and above GS-9 and above	On-site	English	Contractor
<p>Only seven (7) courses will be taught at selected (central) locations (at least one per ASG). Each course shall be 4 (four) hours long and will be held at the scheduled installation. This 4 (four) hour long course will be co-taught with an installation Environmental Office representative. The course provides company commanders with an awareness of the IMA-E environmental program, their role in the program, and some of the specific tools that are used to manage the program. Company commanders will receive training on the policy that drives the IMA-E environmental program and a summary of environmental requirements, provide a discussion of the connection between environmental management and the mission of the installation and of IMA-E and the Army as a whole. Students will receive information on IMA-E's environmental management program and objectives, including the roles and responsibilities of each group receiving environmental training. They will learn about the specific tools that the Army uses for decision making in the environmental management program. These include a summary of process assessment techniques, opportunity assessments, ECAS, occupational health surveys, and other inspections and reviews conducted at the shop level. The audience will receive training on risk assessment, cost-benefit analysis, energy and water conservation techniques, affirmative procurement, and the use of risk in decision making. They will receive a summary of the performance measures that IMA-E uses to monitor environmental programs, such as ECAS, environmental costs to operations, and numbers of compliance violations.</p>					

**NOMINATION FOR PARTICIPATION
HAZARDOUS MATERIAL / HAZARDOUS WASTE MANAGEMENT (HM/HW) &
POLLUTION PREVENTION TRAINING**

DATE: 22 – 26 March 2004
LOCATION: TBD

UNIT: _____
UNIT POC: _____
POC PHONE #: _____
POC FAX #: _____
POC E-Mail: _____
POC ADDRESS: _____

	Nominees, Name / Rank	Course Title
1.		
2.		
3.		
4.		
5.		
6.		

	Alternates, Name / Rank	Course Title
1.		
2.		

Return this form not later than 15 February 2004 to:

**409th BSB, DPW Grafenwoehr
ATTN: AETTG-SB-PW-E (Mrs. Poerschke or Mrs. Yankers)
Unit 28130
APO AE 09114**

**Phone: DSN 475-7048
FAX: DSN 475-7047
E-Mail: sabine.poerschke@us.army.mil**

Enclosure 2