



ENVIRONMENTAL RESPONSE TRAINING PROGRAM

ACCEPTANCE PROCEDURES FOR PRESENTING U.S. EPA TRAINING COURSES

INTRODUCTION

To increase the number of training courses available to personnel who respond to hazardous materials emergencies or are involved with activities at uncontrolled hazardous waste sites, the Environmental Response Training Program (ERTP) of the Office of Superfund Remediation and Technology Innovation (OSRTI), U.S. Environmental Protection Agency (EPA), will accept other organizations as providers of certain ERTP courses.

The ERTP provides training courses designed to improve the ability of personnel to safely and effectively respond to incidents involving the release or potential release of hazardous substances. These courses also help personnel improve their proficiency in many technical operations, which may be required during a response. The ERTP is primarily intended for EPA and other federal, state and local government employees. The need for similar training in the private sector and the inability of the ERTP to reach all personnel requiring such training has given rise to the External Provider Program (EPP).

Any organization requesting EPA acceptance to present ERTP courses should have an established, recognized training program that routinely presents courses related to hazardous materials and/or emergency response. The organization must also have the facilities, equipment, instructors, support personnel, and other necessary resources to present the requested courses. Primarily, the following four courses are available to qualified External Providers:

- "Hazardous Waste Operations and Emergency Response" (formerly known as Hazardous Material Incident Response Operations [HMIRO or 165.5] or Health and Safety 40-Hour)
- "Hazardous Material Technician"
- "Air Monitoring for Emergency Response"
- "Sampling for Hazardous Materials"

ACCEPTANCE CRITERIA

To ensure that the quality of EPA's courses is maintained, organizations applying to become External Providers must agree to follow the quality assurance criteria established for the ERTP.

After receipt and review of an acceptable application, ERTP will issue interim approval and arrange for prospective instructors to attend a session of the course(s) they intend to present (if they have not previously attended). After applicants confirm that they will teach the EPA course as presented, they will receive training materials from ERTP. A member of ERTP will audit a presentation by the External Provider and evaluate the entire program. Final approval will be granted following review of the audit report and implementation of any necessary changes or recommendations.

GENERAL REQUIREMENTS

FACILITIES: The organization requesting acceptance must have a suitable facility and the necessary space to present ERTTP courses. The courses made available to External Providers require two or three classrooms equipped with tables, chairs, and appropriate visual and audio equipment; equipment storage space; and indoor/outdoor areas suitable for dress-out, conducting hands-on exercises, using equipment, and conducting field simulations.

EQUIPMENT: The organization should have sufficient primary and backup equipment and supplies available to present the courses.

INSTRUCTORS: Instructors should have the necessary technical expertise, presentation skills, and field experience in the subject matter being presented. Prior to teaching a course, the primary instructor must attend an ERTTP presentation of that course in its entirety. Guest Instructors that plan to present one or two classes in their area of expertise do not need to attend the ERTTP presentation prior to teaching their sessions. Such instructors cannot act as a Course Director.

COURSE COMPLETION REPORTS: Timely reports relevant to the courses must be provided. These reports will include:

- Course Director's (CD) Summary. This includes: (1) course title, location, dates, number of participants, names of instructors; (2) CD's appraisal of the course; and (3) a summary of pertinent participant comments and the CD's responses to these comments.
- Class roster with test scores. (Names must be correct and legible for certificate.)
- Participants' Evaluation Summary. (Not each individual evaluation.)

Participants successfully completing the courses will receive EPA certificates of completion, which will be sent to the provider for signature and distribution. These certificates will be issued after receipt of the course completion report.

REPORTS WILL BE SENT TO:

Environmental Response Training Program
Tetra Tech, Inc.
Attn: Kevin Tobias
250 West Court Street, Suite 200W
Cincinnati, OH 45202-1072
Or
Kevin.Tobias@TetraTech.com

MAINTENANCE IN PROGRAM: Providers should offer a minimum of one complete course presentation within any 12-month period to remain current in the program. If these criteria are not met, the provider will be considered expired, and no certificates will be issued until the provider recertifies for the program.

Recertification: If an expired provider desires to be recertified to the program within 5 years of the date of the last course presented, the provider must submit a new application. If the application is acceptable, the provider will be readmitted as an approved provider. If the application is not acceptable, the provider will not be readmitted to the program. After any deficiencies are addressed, the provider can resubmit their application; however, the provider will then be considered a new applicant.

If a provider with an expired certificate desires to be recertified to the program after 5 years of the date a course was presented, the provider will be considered a new applicant.

COURSE MODIFICATIONS: No major modifications, such as substituting different lectures or exercises, may be made to the courses without first having ERTTP approval. Minor modifications which do not change the course content, such as improving visual aids, including information on local or state regulations, or adapting ERTTP lectures to specific instrumentation and facilities being used are permitted.

SITE VISITS: EPA reserves the right to attend any ERTTP course being presented by any External Provider to evaluate the course and the instructors. These visits may be made by EPA personnel or ERTTP contractor personnel, may or may not be announced, and may occur even after final approval.

TECHNICAL ASSISTANCE

ERTTP may provide some assistance to accepted providers in adapting and implementing ERTTP courses to ensure that the training being presented is of similar quality to courses presented by the ERTTP. EPA will provide the External Provider with copies of Instructor Guides (IGs) and visual aids used in presentation of the courses. Updates to IGs and manuals; copies of course agenda and student evaluation forms; and a sample course summary report will also be provided.

External Providers are cautioned against advertising their program as having any form of exclusivity of eminent domain. These rights are not granted by the EPA. Although one provider may be the sole approved organization (interim or final) in a state or region one day, another provider may qualify on the next. External Providers are also cautioned against using the EPA or ERTTP emblem or logo on items generated by them, inferring that a course is being presented by EPA, by EPA contractor personnel, or that a course is "certified" by EPA.

PROCEDURE FOR APPLYING TO THE EXTERNAL PROVIDER PROGRAM

Information needed by ERTTP to evaluate an application should be in narrative form. The application must be complete and must provide the relevant information necessary to permit a fair appraisal of the requesting organization's capabilities. A complete application must contain the following:

- Information about the requesting organization, including the name, address, and telephone number of the principal contact, and length of time the organization has been involved in training.
- Similar courses the organization has previously presented or is currently presenting.
- List of ERTTP courses the organization wishes to present.
- List of instructors and their qualifications.
- Resources (including facilities and equipment) available for presentation of the courses.
- Tentative schedule of when and where the courses will be presented.
- The expected audience for each course.

An email should be written to the Tetra Tech or EPA contact listed below requesting that your organization be considered for acceptance as an External Provider. An application package, including the information listed above, should be enclosed with the letter and sent to:

Kevin Tobias
Tetra Tech, External Provider Coordinator
250 West Court Street, Suite 200W
Cincinnati, OH 45202
Kevin.Tobias@TetraTech.com
(513) 333-4828

Shelly Norland
4220 S. Maryland Parkway,
Las Vegas, NV 89119
702-784-8004
Norland.Shelly@epa.gov

ADDITIONAL INFORMATION OR QUESTIONS

If more information is needed regarding course requirements, or if there are questions concerning the Environmental Response Training Program (ERTP) or the External Provider Program (EPP), call the External Provider Coordinator, Kevin Tobias, at (513) 333-4828.

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