



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 88TH REGIONAL READINESS COMMAND
506 ROEDER CIRCLE
FORT SNELLING, MINNESOTA 55111-4009

AFRC-CMN-EN

18 December 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FY04 Environmental Training

1. References:

- a. AR 200-1, Environmental Protection and Enhancement, 21 Feb 97.
- b. DA PAM 200-1, Environmental Protection and Enhancement, 17 Jan 02.
- c. FM 3-100.4, Environmental Considerations in Military Operation, 15 Jun 00.

2. The 88th RRC ARIM (Environmental Division) has funded the required annual environmental training IAW AR 200-1. The courses are Hazardous Material/Hazardous Waste (HM/HW) Generator, Environmental Compliance Officer, Spill Clean-Up, and Reserve Soldier Awareness training (See encl 1 for detailed course descriptions). Classes are scheduled throughout the training year and across the region to provide several opportunities for commanders to send their soldiers (See encl 1 for FY04 Course Schedule and detailed course descriptions).

3. Hazardous Material/Hazardous Waste Generator training course meets the Hazardous Waste generator requirements under Federal Law and Army Regulations. HM/HW training is the major component of the environmental compliance program. Federal Law mandates who requires training, training content, and frequency of training. Training consists of 32 hour initial training with annual 8 hour refresher training to maintain current certification.

- a. Each unit which generates petroleum waste, medical waste or wastewater must have a designated and trained Hazardous Waste Coordinator to process the unit's Hazardous Waste turn-ins. This is a garrison, annual training, and mobilization requirement.

- b. Each facility must have one designated and trained Hazardous Waste Coordinator to manage and process all Hazardous Waste turn-ins.

- c. All Full Time Support personnel working with hazardous materials in maintenance shops (OMS and AMSA) must be trained and hold a current certificate.

- d. All reservists working with hazardous materials in maintenance shops must be trained and hold a current certificate.

- e. This course WILL NOT certify the students for Ammo Pick-up. This course WILL NOT qualify the students to certify HAZMAT packing documents for shipments to Annual Training (AT).

AFRC-CMN-EN

SUBJECT: FY04 Environmental Training

4. IAW AR 200-1, each commander must appoint a unit Environmental Compliance Officer (ECO) to monitor the unit's environmental compliance and advise the commander on U.S. installation or Host Nation requirements.

a. Unit ECO responsibilities are detailed in FM 3-100.4 which specifies requirements and unit self assessments.

b. Each unit must have at least one designated (on appointment orders) and trained ECO. The ECO and Alternate(s) should have their appointment orders stored with the training records.

5. Funding. The 88th RRC is currently funding this class, instructor, and travel for all 88th RRC units. Non-88th RRC units are invited to attend at no charge, but their command is responsible for student travel costs.

6. RLAS Orders information is attached at enclosure 2. Match the specific RLAS duty purpose to the type of training. If RLAS is not cooperating, you must use the proper fund manager or ARIM will not be able to assist. Reservists use RG for ADT orders; fulltime civilians and AGR use BA for TDY orders.

7. Registering for a class. Email as the primary method of enrolling in a class. All POCs are on the global mail system. The following information is needed to register with your state environmental manager:

a. Student Name.

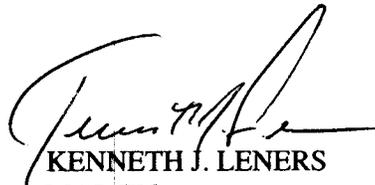
b. Traveling status (AC, AGR, DA civilian, contractor, or reservist).

c. Unit or Organization (with UIC)

8. Questions on specific training sites and lodging locations should be directed to your State Environmental Managers. If you have any further questions contact the ARIM POCs David Torgersen at (612) 713-3820 or Shannon Smith at (612) 713-3190.

9. Due to the high liability for environmental violations, training certifications and appointment orders are high risk inspection items. I have instructed the Environmental Division to highlight this area on the annual Internal Environmental Assessment System (ICAS) inspections.

FOR THE COMMANDER:


KENNETH J. LENERS
MAJ, EN
Regional Engineer

AFRC-CMN-EN

SUBJECT: FY04 Environmental Training

DISTRIBUTION:

Cdr, 88th RRG
Cdr, 643dASG
Cdr, 644th ASG
Cdr, 645th ASG
Cdr, 646th ASG

88th RRC G-3
88th RRC G-7

Cdr, 300th MP Cmd
Cdr, 303d OD Gp
Cdr, 330th MD Bde
Cdr, 336th TC Gp

88th RRC ARIM
88th RRC SAFETY
88th RRC G-4

Cdr, 21st TSC
Cdr, 244th AVN Bde
Cdr, 84th Div
Cdr, 85th Div
Cdr, 416th ENCOM
Cdr, 13th PSYOP
Cdr, 19th PSYOP
Cdr, 477th CA Bn

Environmental Training Dates FY04

Start Date	End Date	Class	Location
28-Oct-03	29-Oct-03	ECO	Indy (Fort Ben)
5-Nov-03		HW Refresher	Arden Hills, MN
6-Nov-03	7-Nov-03	ECO	Arden Hills, MN
17-Nov-03	21-Nov-03	HW Initial	Toledo, OH
3-Dec-03	4-Dec-03	ECO	Columbus
5-Dec-03		Spill Cleanup	Columbus
8-Dec-03	9-Dec-03	ECO	Milwaukee (SS)
10-Dec-03	11-Dec-03	ECO	Chicago (SRC)
5-Jan-04		HW Refresher	Green Bay
6-Jan-04		Spill Cleanup	Green Bay
7-Jan-04	8-Jan-04	ECO	Green Bay
13-Jan-04	14-Jan-04	ECO	Sharonville, OH
2-Feb-04	6-Feb-04	HW Initial	Milwaukee (SS)
23-Feb-04		Spill Cleanup	Darien, IL
24-Feb-04		HW Refresher	Darien, IL
26-Feb-04	27-Feb-04	ECO	Toledo, OH
8-Mar-04		Spill Cleanup	Arden Hills, MN
9-Mar-04	10-Mar-04	ECO	Arden Hills, MN
22-Mar-04		HW Refresher	South Bend, IN
24-Mar-04		HW Refresher	Bartonville, IL
29-Mar-04	2-Apr-04	HW Initial	Sharonville, OH
10-May-04		HW Refresher	Livonia, MI
11-May-04		HW Refresher	Indy (Fort Ben)
17-May-04	21-May-04	HW Initial	Arden Hills, MN
7-Jun-04		HW Refresher	Walker, MI
8-Jun-04		Spill Cleanup	Walker, MI
9-Jun-04	10-Jun-04	ECO	Walker, MI
22-Jun-04	23-Jun-04	ECO	Indy (Fort Ben)
13-Jul-04		HW Refresher	Columbus
15-Jul-04		HW Refresher	Indy (Fort Ben)
27-Jul-04		HW Refresher	Arden Hills, MN
28-Jul-04		Spill Cleanup	Arden Hills, MN
9-Aug-04	13-Aug-04	HW Initial	Indy (Fort Ben)
23-Aug-04		HW Refresher	Madison, WI
24-Aug-04	25-Aug-04	ECO	Madison, WI

Times	Start	End	Train-the-Trainer
ECO	0800 Day 1	1630 Day 2	No
HW Initial	1300 Day 1	1300 Day 5	No
HW Refresher	0800 Day 1	1630 Day 1	No
Spill Clean up	0800 Day 1	1630 Day 1	Yes
Reserve HW or Spill	0800 Day 1	1630 Day 1	No

Requirements	Frequency	Level of Training
HW (Initial & Refresher)	Annual	Units -All HW generators
HW (Initial & Refresher)	Annual	AMSA Foreman, HW Coordinator, All HW generators
HW (Initial & Refresher)	Annual	Facility Managers & Facility HW Coordinators
ECO	Biennial	Primary & Alternate ECO per Unit or Organization
Spill Clean up (for trainers)	Once	Spill Clean up Trainers
Spill Clean up Brief	Annual	All unit personnel – conducted by unit
Reserve HW or Spill	Annual	All unit personnel

Environmental Training Course Descriptions

Hazardous Materials/Waste Generators Initial Training

- The Hazardous Materials/Waste Generators course is a five-day (32 hours) course designed to inform the student on the environmental issues in their unit and facility. The target audience is the student who will be working with hazardous materials and hazardous waste. The course will cover Laws and Regulations, Chemistry (basic), EPA Regulations, ID & Labeling, Packaging of Hazardous Waste, Storage, and Contingency Plans. At the conclusion of the course is a mock inspection of a facility and a class presentation on the findings.

The Hazardous Materials/Waste Generators Refresher

- The Hazardous Materials/Waste Generators Refresher course is a one-day (8 hour) course designed to reinforce the issues discussed in the initial course. This will also include an up-date on issues that have changed in the past year. The target audience is the student who has completed the Initial 32-hour Hazardous Materials/Waste Generators course. The course involves extensive class participation from the students. After a portion of lecture the students are placed in groups and are required to find environmental violations and determine corrections from a series of pictures. The groups will then give a presentation on their findings.

Environmental Compliance Officer (ECO)

- The Environmental Compliance Officer's (ECO) course is a two-day (16 hours) course designed to inform the student on the requirements as an ECO. The target audience is the Cdr, 1SG, XO, Tng NCO, S3, S4 and/or the student who will be assigned as the Unit's ECO. The course covers the roles and responsibilities of the ECO, and support for Command. The course is centered on an exercise for the preparation, execution, and return from AT. This covers many environmental aspects of the operation to include involving the host environmental office.

Spill Clean-up Course

- The Spill Clean-up course is a one-day (8 hour) course designed as a Train-the-Trainer course. The course is designed to teach the students the proper spill clean-up materials and techniques available. Upon completion of the course the student may return to their unit and instruct the course. The student is given a CD with the presentation materials. The target audience is the student who work with hazardous materials or waste that may be spilled and require clean-up. At some locations there will be a storm water lecture added. The spill clean-up class at the unit level is an annual requirement.

Reserve Soldier Hazardous Materials and Waste/Spill Clean-up Course

- The Reserve Soldier Hazardous Materials and Waste/Spill Clean-up course is a one-day (8 hour) awareness class. This will combine an overview of hazardous materials and hazardous waste issues and a condensed Spill Clean-up course. The Spill Clean-up portion is not offered as a Train-the-Trainer. This course is offered at the request of the unit commander and can be conducted on drill weekends at the unit's location.

Contact your State Environmental Manager (SEM) for additional information

Ms. Andrea Pawlik – **Indiana** - 317-532-4167

Mr Eric Johnson -- **Illinois North, Michigan West** -- 708-209-2600 x273

Mr. Tony Bridges -- **Illinois South, Michigan East** -- 618-254-0174 x14

Mr. Kevin Devenport **Wisconsin** -- 414-535-5816

Ms. Nikki Foster -- **Ohio** -- 614-693-9547

Mr. Steven Bragg -- **Minnesota** -- 612-713-3802

RLAS Order Instruction for Environmental Division Funded Classes

Training Class	RLAS Fund Mgr	RLAS Duty Purpose	RLAS Free Text Description	Status of funds
TDY Orders for Civilians & AGR				
HW Initial - 32hr class	BA	RECUR ENV TNG - HW	HW TNG	Fully funded
HW Refresher - 8hr	BA	RECUR ENV TNG - HW	HW TNG	Fully funded
Spill Response	BA	RECUR ENV TNG - Spill	Spill TNG	Fully funded
ECO class	BA	RECUR ENV TNG - ECO	ECO TNG	Fully funded
RPA orders for Reservists				
For ALL Classes - ADT orders	RG	OPERATIONAL TNG - **EC/FC	State class attending e.g. ECO or HW class	Half Funded as of 16 Oct 03