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# **Institute for Tribal Environmental Professionals**

# **Managing Household Hazardous Waste at Tribal Transfer Stations**

**January 22-24, 2020 in San Diego, California**

The Institute for Tribal Environmental Professionals is pleased to offer “Managing Household Hazardous Waste at Tribal Transfer Stations” training course to employees of federally-recognized tribes. This 2.5-day training is free to participants, thanks to collaborative efforts with the Pala Band of Mission Indians and the financial support of the United States Department of Agriculture.

This tuition-free course is specifically designed for tribes that plan to collect, store, and ship household hazardous waste or want to improve their current management practices. Tribal professionals will provide additional case studies and all concepts are applicable to different types of designated collection facilities/areas.

**COURSE HIGHLIGHTS**

Household Hazardous Waste and Universal Waste Regulations

Hazardous Waste Generator Rules

Best Management Practices for Identifying, Handling, and Storing Household Hazardous Waste

Tracking Household Hazardous Waste at Your Facility

Community Education and Outreach

Funding Your Household Hazardous Waste Collection Program

This course will include tribal instructors that currently manage household hazardous waste. Additionally, participants will travel to Pala Band of Mission Indians transfer station to learn how the Public Works Department manages the household hazardous waste they receive at their facility.

**ELIGIBILITY and PRE-COURSE REQUIREMENTS**

Course participants must be employees of federally-recognized tribes. Participants accepted to the “Managing Household Hazardous Waste at Tribal Transfer Stations” course are required to view the following video presentations: RCRA Overview (25 min), What is Household Hazardous Waste? (15 min), and What is Universal Waste? (15 min) prior to attending the course.

**TRAINING DATE, TIME, AND LOCATION**

This training will be delivered 8:00am – 5:00pm on Wednesday, January 22; 8:00-6:00pm on Thursday, January 23(full day field trip); and 8:00am – 12:00pm on Friday, January 24. The classroom portion of the training will be held at a hotel in San Diego, California.

**TRAVEL AND LODGING**

Participants selected to attend the course will have their lodging expenses covered by ITEP. Attendees will be responsible for their own travel and per diem expenses. See the ITEP’s course travel and cancellation policy on the following page. Participants selected to attend the course are required to make their own travel arrangements**.** Participants should arrange their travel to arrive before 7:30am on Wednesday, January 22 and depart after 2:00 pm on Friday, January 24.

**APPLICATION PROCESS – APPLICATIONS DUE December 20, 2019**

The course will be limited to twenty participants. A maximum of two applications from any one tribe will be considered. A notice of confirmation and fact sheet with additional course details will be sent to those who are selected to attend the course. Complete ITEP’s online application form at <http://www7.nau.edu/itep/main/Training/training_waste> no later than December 20, 2019.

**Institute for Tribal Environmental Professionals**

**PO Box 15004**

**Flagstaff, Arizona 86011**

**www.nau.edu/itep/**



 **COURSE TRAVEL AND CANCELLATION POLICY**

**IMPORTANT! *By confirming your attendance for any ITEP training course, you accept the following policy on course travel and cancellations. These policies have been put in place to ensure the prudent use of federal funds for our training courses, which will allow more tribal participants to benefit from our training.***

**I. Transportation Arrangements**

* Transportation arrangments are the responsibility of the traveler.
* Please do not make transportation arrangements until notification of selection

to attend a course has been received/verified.

* Incidental costs are the responsibility of the traveler.

**II. Complete Attendance is Required for Lodging and Per Diem Reimbursement**

* Hotel arrangements are made in advance by ITEP through a legally-binding contract. If you must cancel your hotel room, contact ITEP directly***; do not contact the hotel.*** You must notify ITEP at least ***72 hours prior*** to your scheduled arrival date, otherwise, your tribe will be billed for any lodging costs incurred.

**III. Cancellations**

* Please notify ITEP as soon as possible if you need to cancel.
* ***Excessive cancellations or outstanding payment due to ITEP will jeopardize your eligibility for future trainings.***