



Oklahoma State University
Continuing Education
512 Engineering North
Stillwater, OK 74078-5023
ADDRESS SERVICE REQUESTED

ENVIRONMENTAL MANAGEMENT CERTIFICATE PROGRAM

With an emphasis on hazardous materials management.

If you have environmental responsibilities this program is for you!

Your choice: • Select the full 2 weeks • Select either week • Select individual day and 1/2-day courses

BENEFIT as over 2400 environmental, health, and safety professionals have done, you can:

- Increase understanding in current areas of responsibility.
- Expand knowledge in additional areas.
- Use this course as a standard of comparison against current practices and procedures.
- Pick up tips and techniques that can be applied immediately back on the job.
- Make better informed decisions in reducing compliance costs, risks and liability.
- Meet your professional recertification requirements for CEUs, CMPs, and PDHs.
- While learning how to better manage your environmental responsibilities, take advantage of the highest **CHMM-REM** exam pass rate in the country. This course also prepares you for the Certified Environmental Auditor (**CEA**).

This **practical** program consists of individual courses which provide the knowledge to successfully manage the growing complexity of environmental compliance, health and safety responsibilities. **If you have environmental responsibilities and have not attended formal training, this program is definitely for you!**

- Industry-experienced instructors • Comprehensive course/reference materials • Your questions answered

Who Should Attend: Environmental, health and safety professionals, specialists and managers, consultants, project managers, site managers, engineers, and other professionals with environmental responsibilities including hazardous materials, waste management, industrial hygiene and safety, and emergency response planning.

October 17-21 & November 14-18, 2005 • Tulsa, OK

Program Objective

Formerly titled the HAZARDOUS MATERIALS MANAGEMENT CERTIFICATE PROGRAM, the title change better indicates the broader scope of the course. It is still an excellent preparation for environmental and hazardous materials exams. But, more than an exam review course, this practical environmental management program consists of individual environmental, hazardous materials, safety, and emergency response planning courses providing environmental professionals the knowledge to successfully manage the growing complexity of environmental compliance and safety & health concerns. **This highly rated program is acclaimed by both seasoned and newer environmental professionals!** At the end of each two-week course series you have the option of sitting for the Certified Hazardous Materials Manager (CHMM), Registered Environmental Manager (REM), Certified Environmental Auditor (CEA), Manager In Training (MIT) and Associate Environmental Professional (AEP) professional exams.

Special Bonus

- Obtain an additional certificate during the DOT Shipping of Hazardous Materials & Wastes workshop. This workshop meets the latest HMTUSA DOT training regulations including those covered by HM-126F, HM-181 and HM-215A!

COURSE SELECTIONS

Introduction to Hazardous Materials Management

An overview of an environmental manager's various compliance responsibilities with a perspective toward risk management. Major environmental regulations are covered to show how each "fits in."

Major Topics: • Development of Environmental Management • Federal Registers and CFRs • Environmental Regulation Development and Promulgation • NEPA, RCRA, TSCA, CERCLA, OSHA including SARA provisions, DOT, HMTA, FIFRA, FFDCA, CWA, SDWA, CAA and CAAA

Management of Solid & Hazardous Waste (RCRA)

Covers the development and management of a successful hazardous waste management program. *Major Topics:* • Overview of Regulations and Liabilities • Developing a Hazardous Waste Program • Meeting Regulations • Cost Effective Management • EPA Identification Number • Standards for (Large, Small, Exempt, Conditionally Exempt) Generators, TSDFs, Solid Wastes, Hazardous Wastes (HW), Acutely HWs • Characteristics of HW • Determining HW Identification List Codes • Mixture Rule • Accumulating Waste • Recordkeeping & Reporting • Land Disposal Regulations • Emergency Planning • Personnel Training

Environmental Chemistry for Non-chemists

Provides a basic understanding of environmental chemistry. It is a must for individuals working or planning to work in any environmental field. This course also assists the environmental professional in understanding calculations used in the Clean Air Act, RCRA, CERCLA and DOT regulations. *Major Topics:* • EPA Hazardous Characteristics • Chemical Nomenclature • Fundamental Chemical Principles • Chemical Toxicology • MSDS Interpretation • Clean Air Act Calculations • Volatilization of Chemicals • Structures and Trends of Chemicals • Radiation Calculations • Neutralization Calculations • Reportable Quantity Calculations

Shipping of Wastes & Hazardous Materials

This hands-on workshop meets the latest HMTUSA HM-126F, HM-181 and HM-215A DOT HazMat training regulations established for those involved in the handling, packaging, documentation or transportation of hazardous material or waste. Many hands-on exercises are used. *Major Topics:* • Background and Overview of Regulations and Training Requirements • Use of the Hazardous Material Table • Manifesting • Packaging • Labeling • Placarding
SPECIAL BONUS: AN INDIVIDUAL CERTIFICATE IS ISSUED TO YOU AS A RECORD OF THIS DOT TRAINING.

Clean Air Act & Amendments

An overview of the major Air Acts and amendment regulations, how the regulations are being enforced, and what must be done to be in compliance. *Major Topics:* • NAAQS • Non-attainment, Prevention of Significant Deterioration, and other new source permitting • NESHAPS - Air Toxins and Emissions from Major Sources • Control Technologies • Permitting Options • RMPs • Title VII - Federal and State Enforcement

Water Quality Acts (CWA, SDWA, OPA)

Covers the Clean Water Act, Safe Drinking Water Act, and Oil Pollution Act of 1990 compliance requirements and how the different acts tie together. *Major Topics:* • POTW Permits (Pretreatment Standards) • NPDES Permits (Effluent Guidelines) • Stormwater Permitting Options • Categorical Industries and Priority Pollutants • SPCC Plans • Spill Reporting • Wetlands, dredge & fill (404 Permits)

- SDWA (MCLs for drinking water, classes of wells) • OPA 90 Certification and Pollution Prevention

Industrial Hygiene & Safety

Presents information relative to protecting the safety and health of those in the workplace. The interrelationship of EPA and OSHA regulations and guidelines are considered as they relate to personal and environmental safety and training requirements. *Major Topics:* • Chemical Hazards • Toxicology • Evaluation, Established Limits and Protection from Chemicals • Noise • Evaluation and Protection for Noise • Thermal Hazards • Control Measures for Temperature Extremes • Personal Protective Equipment

Recognizing & Managing Liability for Environmental Affairs

A survey of sources for potential liabilities: common law, statutory, civil, criminal and contractual. Gain an understanding of how these relate to one another in order to anticipate, plan and minimize these risks. *Major Topics:* • How Can Individuals Be Held Directly Liable? • How Can Companies Be Held Liable? • For What Can They Be Held Liable? • How Can These Liabilities Be Managed?

OSHA & SARA Regulations: Employee Right-To-Know & Community Right-To-Know

An overview of federal regulations and requirements for communications on hazardous materials and wastes in the workplace. CERCLA SARA Title III Reporting requirements. *Major Topics:* • Employee Right-to-Know and Worker Safety • Hazardous Materials Identification • Employee Training Requirements • Community Right-to-Know • SARA Title III: Hazardous Materials Identification and Reporting including Tier and Form R

Emergency Management & Planning

This course provides general knowledge of emergency response regulations and enhances your ability to understand and support contingency planning for facility emergency response. *Major Topics:* • Regulatory Requirements • Contingency Planning • Emergency Procedures • Preparedness and Prevention • Emergency and Disaster Control Plan

Remediation & Treatment Technologies

An overview of clean up technologies used in groundwater remediation, soil remediation, and POTW treatment. *Major Topics:* • Fundamentals of Hydrology • Groundwater Remediation • Soil Remediation • Municipal Water Treatment Techniques

Tank Management

Designed for those involved with the management responsibility of above and below ground storage tank systems for petroleum, hazardous materials and waste. It provides a fundamental understanding of corrosion and leak problems that can occur in tanks and piping, including fiberglass systems. *Major Topics:* • Regulations • Hazardous Waste Tank Storage • Notification Summary • Standards for New Operating Systems and Abandoned Tanks • Leak Monitoring Detection

Questions? More information?

CHMM or REM Certification Questions?

Contact George Collington at (405) 744-5714, Fax: (405) 744-5369, or Email: gcollin@okstate.edu

ENVIRONMENTAL MANAGEMENT CERTIFICATE PROGRAM

COURSE SELECTIONS – continued

Environmental Sampling Procedures

Using correct sampling procedures is as important as using correct lab procedures during analysis. Incorrect sampling can result in incorrect results, unnecessary costs and increased liabilities. *Major Topics:* • Sampling Media and Methodology • Sampling Equipment • Sampling Plans & Procedures • Field Log Books • Chain of Custody • Shipping Procedures for Samples

Environmental Auditing and Property Assessment s

An introduction to both environmental regulatory compliance auditing and environmental Real Estate auditing procedures. Areas of emphasis include regulatory and legal mandates, auditing and site assessment procedures, auditing and assessment preparations, typical compliance problems. Pick up important tips and suggestions to minimize audit problems. *Major Topics:* • Environmental Regulatory Compliance Audits • Environmental Real Estate Audits • Due Diligence • Legal Strategies

Hazardous Materials Storage, Spill Prevention & Spill Response

Minimize your liability and clean up costs through proven engineering and management techniques, including risk assessment and minimization, spill prevention planning, spill stations, and training. *Major Topics:* Material Storage Methods to Reduce Risk • Methods of Spill Prevention and Containment • Contingency Plans • Spill Reporting • Hands-on Workshops: • Design for Chemical Storage • Response to Chemical Spills

General Certificate Review A highly acclaimed review covering pertinent topics expected to be covered on the REM / AEP, CHMM / MIT and CEA professional exams.

This highly regarded Program includes:

- 16 Manuals
- Additional hand outs
- Evening exam review for those enrolling in at least 5 days of courses

COURSE REGISTRATION OPTIONS

YOUR CHOICE—select two full weeks, either week, or individual course topics. The complete two-week registration fee of \$2150 includes an OSU Certificate of Completion, 10 days of instruction by industry-experienced professionals, 16 course manuals, additional course materials, two optional evening study exam sessions, and breaks. When registering for the 2-week course, you have the additional option at that time of selecting the combination of weeks that best meets your needs. You may also select just an individual week or individual courses—**refer to the Registration Page to assist in making your selection.**

CANCELLATION/TRANSFER POLICY 2-week and 1-week registrations and Review Course registrations canceled or transferred after 5:00 PM five (5) working days before the start of the event are subject to a \$75 processing fee—**direct substitution may be made at any time.** Individual session registrations canceled or transferred after 5:00 PM three (3) working days before the start of the event are subject to a \$25 processing fee—**direct substitution may be made at any time.** Registrants who fail to attend or cancel will be liable for the entire fee. If this program is not held for any reason, the University's liability is limited to a refund of the registration fee.

You must ARRANGE for YOUR CHMM and REM CERTIFICATION EXAMINATIONS in ADVANCE

Attendance at any course or review is not required to sit for any examination. This course benefits many environmental professionals who do not have an immediate goal of certification. Prior authorization to sit for an exam must be obtained from the respective organizations listed below.

- Professional Certificate examination is available at the conclusion of each 2-week course series. Application to take the **CHMM or MIT**, offered by the Institute of Hazardous Materials Management (IHMM), must be submitted at least 6 weeks prior to the scheduled examination date. Application to take the **REM or AEP**, or **CEA** offered by the National Registry of Environmental Professionals (NREP), must be submitted at least 2 weeks prior to the scheduled examination date.
- Oklahoma State University Continuing Education has been designated a Testing Center and training provider by the IHMM and NREP. Processing and approval of examination applications and subsequent authorization to sit for an examination are handled by the respective national organizations. Applications and fees for examination should be submitted directly to the respective certifying agencies:

IHMM, 11900 Parklawn Dr., Ste. 450, Rockville, MD 20852; Ph. (301) 984-8969, Fax (301) 984-1516; www.ihm.org.

NREP, PO Box 2068, Glenview, IL 60025; Ph. (847) 724-6631, Fax (847) 724-4223; www.nrep.org.

CUSTOMIZED TRAINING at Your Location

Any course or combination of topics described in this brochure can be tailored to meet the specific training needs of your organization, at your location and on your desired dates. If you have an interest in a topic not listed please inquire

A **4-day Review Course** to assist in preparation for taking the **CHMM** and/or **REM** exam may be presented at your location.

Contact George Collington at (405) 744-5714, Fax: (405) 744-5369, or Email: gcollin@okstate.edu.

INSTRUCTORS

Derek T. Blackshare, P.E., CHMM, *Cinnabar Environmental Services, LLC.*; **Kenneth F. Ede**, Ph.D., CHMM, *American Airlines*; **Chris A. Paul**, J.D., *Joyce, Paul & McDaniel, P.C.*; **Larry Milliger**, Ph.D., CHMM, REM, REPA, *Environmental Management & Remediation, Inc.*; **Laura Worthen**, *Benhan Infrastructure & Environment*; **James R. Roderick**, CHMM, CEI, REM, *James R. Roderick & Associates, Inc.*; **John E. Stevens**, Ph.D., CIH, *Oklahoma State University* **James A. Thomas**, CHMM, REM, *Enercon Services, Inc.*; **Wayne C. Turner**, Ph.D., P.E., CHMM, *Oklahoma State University*

Course Questions? Certification Questions? More information?
Contact George Collington at (405) 744-5714, Fax: (405) 744-5369,
or Email: gcollin@okstate.edu

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OKLAHOMA STATE UNIVERSITY

Environmental Management Certificate Program
With an emphasis on hazardous materials management.

October 17-21 & November 14-18, 2005 • Tulsa

Register by Phone 405-744-5714, **Fax** 405-744-5369, **Mail** OSU Continuing Education, 512 Engineering North, Stillwater, OK, 74078-0532

I am selecting Entire 2-week course, fee: \$2150 Week one: Oct. 17-21 fee: \$1105 Week two: Nov. 14-18 fee: \$1120
 Individual courses - see my selections below.

Mr. or Mrs. _____ Phone _____

Organization _____ Fax _____

Address _____ Mail Stop _____

City _____ St _____ Zip _____

E-mail _____

() Enclosed is my check payable to **OSU Continuing Education**, formerly Engineering Extension

() Bill Company – FEI# _____ P.O. # _____

() VISA / MasterCard # _____ Exp. Date _____ (Phone or Fax)

To select individual course topics, mark your selections below:

Introduction to Hazardous Materials Management (AM) \$115

10/17/05 Tulsa, OK

Management of Solid & Hazardous Waste (RCRA) (PM) \$115

10/17/05 Tulsa, OK

Environmental Chemistry for Non-Chemists (DAY) \$215

10/18/05 Tulsa, OK

Shipping of Wastes & Hazardous Materials (DAY) \$215

10/19/05 Tulsa, OK

Clean Air Act and Amendments (AM) \$115

10/20/05 Tulsa, OK

Water & Water Quality Acts (PM) \$115

10/20/05 Tulsa, OK

Industrial Hygiene & Safety (DAY) \$215

10/21/05 Tulsa, OK

Recognizing & Managing Environmental Liability (AM) \$115

11/14/05 Tulsa, OK

OSHA & SARA Regulations: Employee & Community

Right-To-Know (PM) \$115

11/14/05 Tulsa, OK

Emergency Management & Planning (AM) \$115

11/15/05 Tulsa, OK

Remediation and Treatment Technologies (PM) \$115

11/15/05 Tulsa, OK

Tank Management (AM) \$115

11/16/05 Tulsa, OK

Sampling Procedures (PM) \$115

11/16/05 Tulsa, OK

Environmental Auditing, Assessment, and Inspection (DAY) \$215

11/17/05 Tulsa, OK

Hazardous Materials Storage, Spill Prevention

& Spill Response (AM) \$115

11/18/05 Tulsa, OK

General Certificate Review (PM) \$165

11/18/05 Tulsa, OK

REM - CHMM Exam Dates (AM)

11/19/05 Tulsa, OK

Do you have questions? Phone: 405-744-5714 • Fax: 405-744-5369 • Email: gcollin@okstate.edu

Presented by

Oklahoma State University College of Engineering, Architecture and Technology (CEAT)

- School of Civil and Environmental Engineering, &
- CEAT Continuing Education