

**CITY OF RAPID CITY  
TRAVEL REQUEST**

Person requesting travel Scott O'Connor Department Fire 0202

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.)

Haz Mat Technician Course

List all other City employees, if any, making the trip for the same purpose: Jason Reitz, Dan Alfson

Place of meeting or destination: Pueblo, CO

Date of meeting 7/9/07-7/20/07

Date trip to begin 7/8/07 Date trip will end 7/21/07

Method of transportation requested City

Estimated transportation cost 1050 mi @ .32 \$ 336.00

Meals 1488.00

Lodging 13 days \$48.95/night x 3 1909.05

Other costs - description Tuition @ \$2475 x 3 7425.00

Total estimated cost of trip \$ 11,158.05

Signed \_\_\_\_\_ Date Gary Shepherd Date 2-20-07  
(person requesting travel) (Department Head)

When the cost of the trip will exceed \$500, per employee, this section must be signed.

In accordance with the provisions of Rapid City ordinances and travel regulations, consent is hereby given for travel as requested in the foregoing application. Maximum cost of trip authorized is \$ \_\_\_\_\_

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
Mayor

When the cost of the trip will exceed \$1,500, per event, Council approval is required.

Approved by Common Council on \_\_\_\_\_ (Date)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy

RCDF&ES General Applications for Course Attendance & Request for Travel / Expenses

Name: Dan W Atson Signature: [Signature] Today's Date: 1-23-07

Full Course / Event Name: Haz Mat Tech Class

Event Dates: 7-9-07 - 7-20-07 Travel Dates: Date Leaving 7-8-07 Time Leaving 1 AM

Date Returning 7-21-07 Time in RC 1 PM

Event Location:  Rapid City  Pueblo CO

Reasons for Requesting Course:

Approved:  B/C or Division Chief

Required For Promotion

Education Chief

Required For Apprenticeship

Denied:  B/C or Division Chief

Required For Current Position

Education Chief

Other \_\_\_\_\_ Reason For Denial \_\_\_\_\_

B/C or Div. Chief Conditions for Approval \_\_\_\_\_

B/C or Div. Chief Signature [Signature] Ed. Chief Sig. [Signature]

\*\*\*\*\*

Other Department Employees that are going with me are: Reitz, & O'Connor

I am Requesting:

On Duty Time: Dates & Times 7-10, 13, 16, 19-07

Overtime Pay for \_\_\_\_\_ Hours Dates & Times \_\_\_\_\_

Registration / Tuition ( Attach Conference/Course Information )

There is no Registration / Tuition

Registration / Tuition Cost \$ \_\_\_\_\_

I will pay and be reimbursed later.

I will have them bill the Department

It will need to be paid before I go

I need to take a check with me

Registration / Tuition will be paid by: \_\_\_\_\_

Travel Expenses:

I am Requesting a Department Vehicle. I prefer to take \_\_\_\_\_  
Estimate of Fuel Cost \$ \_\_\_\_\_

I am Requesting Airline Travel.

I've taken care of my own flight/travel arrangements. Total Cost is \$ \_\_\_\_\_

I will arrange flight/travel with the Administrative Assistant.

I must arrive by: \_\_\_\_\_

I am available to return at: \_\_\_\_\_

Lodging:

I don't need lodging.

I've taken care of my own lodging arrangements. Total cost is \$ \_\_\_\_\_

I will arrange lodging with the Administrative Assistant.

Lodging starting the night of 7-8-07

Through the night of 7-21-07

The Conference / Course is being held at following Hotel/Motel and is my preference for Lodging. \_\_\_\_\_

Meals

I will need meals

The following number of meals included with the Conference/ Course

Breakfast \_\_\_\_\_

Lunch \_\_\_\_\_

Supper \_\_\_\_\_

I will be attending the NFA and will need a check for \$ \_\_\_\_\_

I will not need meals

Other Expenses:

I need to rent a car for \_\_\_\_\_ days at an approximate cost of \$ \_\_\_\_\_ per day.

I have other expenses. They are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I am aware that I will need to speak with the Administrative Assistant regarding expenses following my return.**

Please list any special needs required for your attendance at this Conference / Course

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## INVOICE

P.O. BOX 11130, PUEBLO, CO 81001, U.S.A.

PHONE: (1-800) 933-4882 FID #84-1440384

Attendee Name: DAN ALFSON  
 Course: HMT07-03 80-HOUR HAZMAT TECHNICIAN  
 Date: 09-JUL-07 THRU 20-JUL-07  
 Location: PUEBLO, CO.

CANCELLATIONS MADE AT LEAST TWO WEEKS PRIOR TO COURSE WILL RECEIVE A REFUND MINUS A \$100 PROCESSING FEE. TUITION FEES ARE FORFEITED IF CANCELLATIONS ARE NOT MADE TWO WEEKS BEFORE CLASS START DATE. SUBSTITUTIONS ARE PERMITTED WITH PRIOR NOTIFICATION TO ERTC. SUBJECT TO CLASS AVAILABILITY, RESCHEDULING CAN BE DONE TWO WEEKS PRIOR TO COURSE WITHOUT PENALTY. **TUITIONS NOT PAID 30 DAYS PRIOR TO CLASS START DATE ARE SUBJECT TO CANCELLATION.**

RAPID CITY, SD, FIRE DEPT.  
 ATTN: ACCOUNTS PAYABLE  
 300 6TH STREET  
 RAPID CITY, SD 57701  
 U.S.A.

Invoice Number: 96011387  
 Invoice Date: 19-DEC-06  
 Your P.O.#:

Tuition:	\$2,475.00
Payment/Credit:	\$0.00
Amount Due (USD):	\$2,475.00

### REMITTANCE STUB.....PLEASE RETURN THIS PORTION WITH PAYMENT

Invoice Number: 96011387  
 Invoice Date: 19-DEC-06  
 Attendee Name: DAN ALFSON  
 Course: HMT07-03 80-HOUR HAZMAT TECHNICIAN

Tuition:	\$2,475.00
Payment/Credit:	\$0.00
Amount Due (USD):	\$2,475.00

REMIT TO: TTCE  
 P.O. Box 79780  
 Baltimore, MD 21279-0780

- CHECK (PAYABLE TO TRANSPORTATION TECHNOLOGY CENTER, INC.)
- ELECTRONIC PAYMENTS (SUN TRUST BANK--PHONE: 804-270-8208--ACCT #206849052 -- ABA #061 000 104)
- CREDIT CARD
  - VISA/MC  AMERICAN EXPRESS

CARD NUMBER	EXPIRATION DATE

CARDHOLDER NAME/ADDRESS: \_\_\_\_\_  
 (Please Print) \_\_\_\_\_  
 SIGNATURE/DATE: \_\_\_\_\_

**IF THERE IS AN ERROR ON  
 YOUR INVOICE, CONTACT  
 PAM AT 1-800- 933-4882**

RCDF&ES General Applications for Course Attendance  
& Request for Travel / Expenses

Name: Scott O'Connor Signature: [Signature] Today's Date: 1/29/2007

Full Course / Event Name: 80 Hour HAZMAT Technician

Event Dates: July 9<sup>th</sup> thru 20<sup>th</sup> 2007 Travel Dates: Date Leaving 7/8/07 Time Leaving 0700

Date Returning 7/21/07 Time in RC 1900

Event Location:  Rapid City  Pueblo CO

Reasons for Requesting Course: Approved:  B/C or Division Chief

Required For Promotion  Education Chief

Required For Apprenticeship Denied:  B/C or Division Chief

Required For Current Position  Education Chief

Other HAZMAT/Decon Team Reason For Denial \_\_\_\_\_

B/C or Div. Chief Conditions for Approval \_\_\_\_\_

B/C or Div. Chief Signature [Signature] Ed. Chief Sig. [Signature]

\*\*\*\*\*

Other Department Employees that are going with me are: Jason Reitz  
Dan Alfson

I am Requesting:

On Duty Time: \_\_\_\_\_  Overtime Pay for \_\_\_\_\_ Hours  
Dates & Times \_\_\_\_\_ Dates & Times \_\_\_\_\_

Registration / Tuition ( Attach Conference/Course Information )  
 There is no Registration / Tuition  
 Registration / Tuition Cost \$ \_\_\_\_\_  
 I will pay and be reimbursed later.  
 I will have them bill the Department  
 It will need to be paid before I go  
 I need to take a check with me  
 Registration / Tuition will be paid by: \_\_\_\_\_

Travel Expenses:

I am Requesting a Department Vehicle. I prefer to take \_\_\_\_\_  
Estimate of Fuel Cost \$ 150<sup>00</sup>

I am Requesting Airline Travel.

I've taken care of my own flight/travel arrangements. Total Cost is \$ \_\_\_\_\_

I will arrange flight/travel with the Administrative Assistant.

I must arrive by: \_\_\_\_\_

I am available to return at: \_\_\_\_\_

Lodging:

I don't need lodging.

I've taken care of my own lodging arrangements. Total cost is \$ \_\_\_\_\_

I will arrange lodging with the Administrative Assistant.

Lodging starting the night of 7/8/2007

Through the night of 7/20/2007

The Conference / Course is being held at following Hotel/Motel and is my preference for Lodging. Pueblo Marriott

Meals

I will need meals

The following number of meals included with the Conference/ Course

Breakfast 10

Lunch \_\_\_\_\_

Supper \_\_\_\_\_

I will be attending the NFA and will need a check for \$ \_\_\_\_\_

I will not need meals

Other Expenses:

I need to rent a car for \_\_\_\_\_ days at an approximate cost of \$ \_\_\_\_\_ per day.

I have other expenses. They are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I am aware that I will need to speak with the Administrative Assistant regarding expenses following my return.**

Please list any special needs required for your attendance at this Conference / Course

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Rate Rules

### Modifying Your Reservation

- Please note that a change in the length or dates of your reservation may result in a rate change.

- [Make changes to this reservation >>](#)
- [Cancel entire reservation >>](#)
- [Reserve another room at this hotel >>](#)

[Back to top](#)

### Reservation Utilities

- [Print this reservation >>](#)
  - [E-mail to a friend >>](#)
- [Submit](#)
- [Send to Microsoft Outlook >>](#)
  - [Map & nearby airports >>](#)
  - [Driving directions >>](#)
  - [Business attractions >>](#)

### Find a Reservation

To find a specific reservation, including those made by phone or when not signed in, please provide the confirmation number and guest's last name.

Confirmation number	<input type="text" value="86175688"/>
Last name	<input type="text" value="alfson"/>

[Find](#)

[Currency calculator >>](#)

### Looking Up Other Reservations?

For flights, please visit our flight reservation center.

For cars, please visit our car rental reservation center.

For info about your Flight+Hotel+Car package only, call the Neat Group at 877-250-6646.

- [International Sites](#)
- [Travel Agents](#)
- [Company News & Info](#)
- [Careers](#)
- [Diversity](#)
- [Help](#)
- [Contact Us](#)
- [Site Map](#)
- 



## Look Up Reservations # 86175688

### Pueblo Marriott

- 110 W First Street
- Pueblo, CO 81003
- USA
- 1-719-542-3200
- Fax: 1-719-542-3226
- More hotel information >>

- Make changes to this reservation >>
- Cancel entire reservation >>
- Reserve another room at this hotel >>

### My Stay

- **Guest name: DAN ALFSON**
- **Confirmation number: 86175688**
- **Check-in date:** July 8, 2007 (Sunday)
- **Check-out date:** July 21, 2007 (Saturday)
- **Number of rooms: 1**
- **Number of guests: 1**

### Room Preferences & Description

#### Quality Room — Room details >>

Your request for 1 King Bed is not available at this time. We have noted your request.

This hotel is nonsmoking

### Summary of Charges

No booking fees when you reserve on Marriott.com!

Summary of Room Charges	Cost per night per room (USD)
July 8, 2007 (Sunday) - July 21, 2007 (Saturday) (13 nights)	48.95
HMT07-03 ERTC	
Estimated government taxes and fees	• 5.78
<b>Total for stay (per room)</b>	• <b>711.44</b>

- Complimentary on-site parking
- Changes in taxes or fees implemented after booking will affect the total room price.

### Billing Information

- Credit card type: Other
- Credit card number:
- Expiration date: 01/1970





## **5-Day Hazardous Materials Incident Commander**

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designed for railroad personnel, chemical shippers, private and public emergency response organizations.

Upon completion of this course the participant shall have competency in the following: incident command system, the ability to implement emergency response plans, select personal protective clothing, conduct hazard and risk analysis, and decontamination procedures. Upon completion, students will receive a certificate of completion from the Emergency Response Training Center of the Hazmat Services department of the Transportation Technology Center, Inc.

### **Course Content:**

- Introduction to the Incident Command System (ICS)
- Roles and responsibilities for the staff of the ICS
- Table to exercise, for incident command system development
- Working with local, state, and federal site emergency response plans
- Overview of laws affecting incident response
- Unified incident command (multi-jurisdictional)
- Developing the incident command structure
- Leading response exercises to the following scenarios: Small containers, Cargo tanks, Rail incidents
- Full scale response exercise: Develop and fill all the proper incident command roles. This will utilize resources for the Hazardous Materials Technician Course

### **Prerequisites:**

Attendance at a hazardous materials operations level or technician level course is recommended.

### **Course Duration:**

5 days, 40 hours, divided equally between classroom and hands-on applications. The bus leaves the Holiday Inn at 6:45 am SHARP. The class will conclude on Friday at 4:00 pm.

**For more information, or to register for this course call:**

**Pam Ellingham, Customer Service Specialist, at 1-800-933-4882 or E-Mail: HAZMAT\_SERVICES@AAR.COM.**



## **5-Day Hazardous Materials Incident Commander**

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### **MONDAY**

Introductions/Administration/Orientation  
Introduction to the Incident Command System  
Roles and Responsibilities of the Incident Commander  
Incident Command Structure Organization and Operation  
Hazardous Materials Incident Analysis  
Hazardous Materials Incident Analysis exercise

### **TUESDAY**

Critique Of Incident Analysis Exercise  
Termination, Debriefing and Critique  
Emergency Response Plans  
Exercise Orientation and Exercises  
Command Teams : A-Small Containers B- Rail C- Cargo Tanks

### **WEDNESDAY**

Critique of Exercises  
SARA Title III and LEPC's  
Laws Affecting Response  
Exercise Orientation and Exercises  
Command Teams: A-Cargo Tanks B- Small Containers C- Rail

### **THURSDAY**

Critique of Exercises  
Unified and Multi-jurisdictional Incident Command  
Expanding and Reducing the Incident Command Structure  
Chemical Protective Clothing and Decontamination  
Exercise Orientation and Exercises  
Command Teams : A-Rail B- Cargo Tanks C- Small Containers

### **FRIDAY**

Full Scale Exercise Response Orientation  
Full Scale Exercise  
Presentation of Certificates and Concluding Discussions

### **Objective:**

Our 40-hour Incident Commander course is based on the OSHA training standards for On-Scene Incident Commander (29 CFR 1910.120 (q)(6)(v) and those recommended in NFPA Standard 472. The student shall receive at least 24 hours of training equal to the first responder operations level. This course is

RCDF&ES General Applications for Course Attendance  
& Request for Travel / Expenses

Name: Jason Reitz Signature: [Signature] Today's Date: 7-23-07

Full Course / Event Name: Haz-Matttec

Event Dates: July 9-20 Travel Dates: Date Leaving 7-8 Time Leaving 7am  
Date Returning 7-21 Time in RC 7pm

Event Location:  Rapid City  ~~Pueblo~~ Pueblo Co.

Reasons for Requesting Course: Approved:  B/C or Division Chief  
 Education Chief  
 Required For Promotion  
 Required For Apprenticeship Denied:  B/C or Division Chief  
 Education Chief  
 Required For Current Position

Other \_\_\_\_\_ Reason For Denial \_\_\_\_\_

B/C or Div. Chief Conditions for Approval \_\_\_\_\_

B/C or Div. Chief Signature [Signature] Ed. Chief Sig: [Signature]

\*\*\*\*\*  
Other Department Employees that are going with me are: Alfson  
O'Connor

I am Requesting:

On Duty Time: \_\_\_\_\_  Overtime Pay for \_\_\_\_\_ Hours  
Dates & Times 7-10, 13, 16, 19-07 Dates & Times \_\_\_\_\_

Registration / Tuition ( Attach Conference/Course Information )  
 There is no Registration / Tuition  
 Registration / Tuition Cost \$ \_\_\_\_\_  
 I will pay and be reimbursed later.  
 I will have them bill the Department  
 It will need to be paid before I go  
 I need to take a check with me  
 Registration / Tuition will be paid by: \_\_\_\_\_

Travel Expenses:

I am Requesting a Department Vehicle. I prefer to take \_\_\_\_\_  
Estimate of Fuel Cost \$ \_\_\_\_\_

I am Requesting Airline Travel.

I've taken care of my own flight/travel arrangements. Total Cost is \$ \_\_\_\_\_

I will arrange flight/travel with the Administrative Assistant.

I must arrive by: \_\_\_\_\_

I am available to return at: \_\_\_\_\_

Lodging:

I don't need lodging.

I've taken care of my own lodging arrangements. Total cost is \$ \_\_\_\_\_

I will arrange lodging with the Administrative Assistant.

Lodging starting the night of \_\_\_\_\_

Through the night of \_\_\_\_\_

The Conference / Course is being held at following Hotel/Motel and is my preference for Lodging. \_\_\_\_\_

Meals

I will need meals

The following number of meals included with the Conference/ Course

Breakfast \_\_\_\_\_

Lunch \_\_\_\_\_

Supper \_\_\_\_\_

I will be attending the NFA and will need a check for \$ \_\_\_\_\_

I will not need meals

Other Expenses:

I need to rent a car for \_\_\_\_\_ days at an approximate cost of \$ \_\_\_\_\_ per day.

I have other expenses. They are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I am aware that I will need to speak with the Administrative Assistant regarding expenses following my return.**

Please list any special needs required for your attendance at this Conference / Course

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



EMERGENCY RESPONSE TRAINING

TRANSPORTATION TECHNOLOGY CENTER, INC.

# INVOICE

P.O. BOX 11130, PUEBLO, CO 81001, U.S.A.  
PHONE: (1-800) 933-4882 FID #84-1440384

CANCELLATIONS MADE AT LEAST TWO WEEKS PRIOR TO COURSE WILL RECEIVE A REFUND MINUS A \$100 PROCESSING FEE. TUITION FEES ARE FORFEITED IF CANCELLATIONS ARE NOT MADE TWO WEEKS BEFORE CLASS START DATE. SUBSTITUTIONS ARE PERMITTED WITH PRIOR NOTIFICATION TO ERTC. SUBJECT TO CLASS AVAILABILITY, RESCHEDULING CAN BE DONE TWO WEEKS PRIOR TO COURSE WITHOUT PENALTY. **TUITIONS NOT PAID 30 DAYS PRIOR TO CLASS START DATE ARE SUBJECT TO CANCELLATION.**

Attendee Name: SCOTT O'CONNOR  
Course: HMT07-03 80-HOUR HAZMAT TECHNICIAN  
Date: 09-JUL-07 THRU 20-JUL-07  
Location: PUEBLO, CO.

Invoice Number: 96011348  
Invoice Date: 05-DEC-06  
Your P.O.#: 577693

RAPID CITY, SD, FIRE DEPT.  
ATTN: ACCOUNTS PAYABLE  
300 6TH STREET  
RAPID CITY, SD 57701  
U.S.A.

Tuition: \$2,475.00  
Payment/Credit: \$0.00  
Amount Due (USD): \$2,475.00

## REMITTANCE STUB.....PLEASE RETURN THIS PORTION WITH PAYMENT

Invoice Number: 96011348  
Invoice Date: 05-DEC-06  
Attendee Name: SCOTT O'CONNOR  
Course: HMT07-03 80-HOUR HAZMAT TECHNICIAN

Tuition:	\$2,475.00
Payment/Credit:	\$0.00
Amount Due (USD):	\$2,475.00
P.O. Box 7780 Baltimore, MD 21279-0780	

- CHECK (PAYABLE TO TRANSPORTATION TECHNOLOGY CENTER, INC.)
- ELECTRONIC PAYMENTS (SUN TRUST BANK—PHONE: 804-270-8208—ACCT #206849052 — ABA #061 000 104)
- CREDIT CARD
- VISA/MC  AMERICAN EXPRESS

CARD NUMBER	EXPIRATION DATE

CARDHOLDER NAME/ADDRESS: \_\_\_\_\_  
(Please Print)  
SIGNATURE/DATE: \_\_\_\_\_

IF THERE IS AN ERROR ON  
YOUR INVOICE, CONTACT  
PAM AT 1-800-933-4882

## Rate Rules

### Modifying Your Reservation

- Please note that a change in the length or dates of your reservation may result in a rate change.

- [Make changes to this reservation >>](#)
- [Cancel entire reservation >>](#)
- [Reserve another room at this hotel >>](#)

[Back to top](#)

### Reservation Utilities

- [Print this reservation >>](#)
- [E-mail to a friend >>](#)

[Submit](#)

- [Send to Microsoft Outlook >>](#)
- [Map & nearby airports >>](#)
- [Driving directions >>](#)
- [Business attractions >>](#)

### Find a Reservation

To find a specific reservation, including those made by phone or when not signed in, please provide the confirmation number and guest's last name.

Confirmation number

86175303

Last name

oconner

[Find](#)

[Currency calculator >>](#)

### Looking Up Other Reservations?

For flights, please visit our flight reservation center.

For cars, please visit our car rental reservation center.

For info about your Flight+Hotel+Car package only, call the Neat Group at 877-250-6646.

- [International Sites](#)
- [Travel Agents](#)
- [Company News & Info](#)
- [Careers](#)
- [Diversity](#)
- [Help](#)
- [Contact Us](#)
- [Site Map](#)
- [RSS](#)



## Look Up Reservations # 86175303

### Pueblo Marriott

- 110 W First Street
- Pueblo, CO 81003
- USA
- 1-719-542-3200
- Fax: 1-719-542-3226
- [More hotel information >>](#)

- [Make changes to this reservation >>](#)
- [Cancel entire reservation >>](#)
- [Reserve another room at this hotel >>](#)

#### My Stay

- **Guest name: SCOTT OCONNER**
- **Confirmation number: 86175303**
- **Check-in date:** July 8, 2007 (Sunday)
- **Check-out date:** July 21, 2007 (Saturday)
- **Number of rooms:** 1
- **Number of guests:** 1

#### Room Preferences & Description

##### Quality Room – Room details >>

Your request for 1 King Bed is not available at this time. We have noted your request.

This hotel is nonsmoking

#### Summary of Charges

No booking fees when you reserve on Marriott.com!

Summary of Room Charges	Cost per night per room (USD)
July 8, 2007 (Sunday) - July 21, 2007 (Saturday) (13 nights)	48.95
HMT07-03 ERTC	
Estimated government taxes and fees	• 5.78
<b>Total for stay (per room)</b>	<b>• 711.44</b>

- Complimentary on-site parking
- Changes in taxes or fees implemented after booking will affect the total room price.

#### Billing Information

- Credit card type: Other
- Credit card number:
- Expiration date: 01/1970



**INVOICE**

**P.O. BOX 11130, PUEBLO, CO 81001, U.S.A.**

**PHONE: (1-800) 933-4882 FID #84-1440384**

**CANCELLATIONS MADE AT LEAST TWO WEEKS PRIOR TO COURSE WILL RECEIVE A REFUND MINUS A \$100 PROCESSING FEE. TUITION FEES ARE FORFEITED IF CANCELLATIONS ARE NOT MADE TWO WEEKS BEFORE CLASS START DATE. SUBSTITUTIONS ARE PERMITTED WITH PRIOR NOTIFICATION TO ERTC. SUBJECT TO CLASS AVAILABILITY, RESCHEDULING CAN BE DONE TWO WEEKS PRIOR TO COURSE WITHOUT PENALTY. TUITIONS NOT PAID 30 DAYS PRIOR TO CLASS START DATE ARE SUBJECT TO CANCELLATION.**

Attendee Name: JASON REITZ  
Course: HMT07-03 80-HOUR HAZMAT TECHNICIAN  
Date: 09-JUL-07 THRU 20-JUL-07  
Location: PUEBLO, CO.

Invoice Number: 96011349  
Invoice Date: 05-DEC-06  
Your P.O.#: 577693

RAPID CITY, SD, FIRE DEPT.  
ATTN: ACCOUNTS PAYABLE  
300 6TH STREET  
RAPID CITY, SD 57701  
U.S.A.

Tuition: \$2,475.00  
Payment/Credit: \$0.00  
Amount Due (USD): \$2,475.00

**REMITTANCE STUB.....PLEASE RETURN THIS PORTION WITH PAYMENT**

Invoice Number: 96011349  
Invoice Date: 05-DEC-06  
Attendee Name: JASON REITZ  
Course: HMT07-03 80-HOUR HAZMAT TECHNICIAN

Tuition: \$2,475.00  
Payment/Credit: \$0.00  
Amount Due (USD): \$2,475.00  
P.O. #577693  
Baltimore, MD 21279-0780

- CHECK (PAYABLE TO TRANSPORTATION TECHNOLOGY CENTER, INC.)**
- ELECTRONIC PAYMENTS (SUN TRUST BANK—PHONE: 804-270-8208—ACCT #206849052 — ABA #061 000 104)**
- CREDIT CARD**
  - VISA/MC**    **AMERICAN EXPRESS**

**CARD NUMBER** \_\_\_\_\_ **EXPIRATION DATE** \_\_\_\_\_

**CARDHOLDER NAME/ADDRESS:** \_\_\_\_\_  
(Please Print)  
**SIGNATURE/DATE:** \_\_\_\_\_

**IF THERE IS AN ERROR ON YOUR INVOICE, CONTACT PAM AT 1-800-933-4882**



## Look Up Reservations # 86176154

### Pueblo Marriott

- 110 W First Street
- Pueblo, CO 81003
- USA
- 1-719-542-3200
- Fax: 1-719-542-3226
- [More hotel information >>](#)

- [Make changes to this reservation >>](#)
- [Cancel entire reservation >>](#)
- [Reserve another room at this hotel >>](#)

### My Stay

- **Guest name: JASON REITZ**
- **Confirmation number: 86176154**
- **Check-in date:** July 8, 2007 (Sunday)
- **Check-out date:** July 21, 2007 (Saturday)
- **Number of rooms:** 1
- **Number of guests:** 1

### Room Preferences & Description

#### Quality Room – Room details >>

Your request for 1 King Bed is not available at this time. We have noted your request.

This hotel is nonsmoking

### Summary of Charges

No booking fees when you reserve on Marriott.com!

Summary of Room Charges	Cost per night per room (USD)
July 8, 2007 (Sunday) - July 21, 2007 (Saturday) (13 nights)	48.95
HMT07-03 ERTC	
Estimated government taxes and fees	• 5.78
<b>Total for stay (per room)</b>	<b>• 711.44</b>
• Complimentary on-site parking	
• Changes in taxes or fees implemented after booking will affect the total room price.	

### Billing Information

- Credit card type: Other
- Credit card number:
- Expiration date: 01/1970



## **REPORTING INSTRUCTIONS**

### **LOCATION**

Classroom sessions and field exercises will be conducted at the Transportation Technology Center, Inc.'s Emergency Response Training Center (TTCI/ERTC) located 25 miles northeast of Pueblo, Colorado. Pueblo is a city of almost 100,000 and is 112 miles south of Denver and 42 miles south of Colorado Springs.

### **ACCOMMODATIONS**

Lodging is available in Pueblo. **MAKING RESERVATIONS AT THE HOTEL IS THE RESPONSIBILITY OF THE PARTICIPANT. THIS SHOULD BE DONE EITHER IN WRITING OR BY TELEPHONE, NO LESS THAN TWO (2) WEEKS PRIOR TO THE CLASS DATE. RESERVATIONS SHOULD BE GUARANTEED WITH A CREDIT CARD.** A block of rooms for our participants has been reserved at the Pueblo Marriott at the special rate of \$48.95/single and \$63.95/double, plus tax. To receive this rate, you must ask for the Hazmat Registration Clerk and inform them that you are attending a Hazmat Training Course. They will ask for your particular class number (example: HMT07-01). **BE SURE TO CALL THE HOTEL DIRECT.** The Pueblo Marriott is located off I-25 on Exit 98B, 110 West First Street, Pueblo CO 81003. 719-542-3200.

### **TRANSPORTATION**

Participants are responsible for transportation between their home stations and Pueblo. Several major airlines offer service between many cities in the United States/Canada to Denver or Colorado Springs. There is a van shuttle service called "Shuttle Service", (1-877) 545-9435 or (719) 545-9444, offering service between Colorado Springs and Pueblo. Daily bus transportation between the hotel and the training center will be provided for all participants. The bus will leave the hotel at 6:45 a.m. sharp. Students must take the bus service to and from class. Exceptions must be approved by the ERTC Manager 24 hours prior to arrival.

### **CANCELLATION/RESCHEDULING POLICY**

**Cancellations/Rescheduling:** Cancellations or rescheduling must be made 10 business days before classes start. No refunds will be given thereafter. However, substitutions are allowed up to the first day of class without penalty. TTCI reserves the right to retain all prepaid tuitions if these conditions are not met. **CANCELLATIONS AND RESCHEDULING ARE ONLY ACCEPTED IN WRITING BY MAIL, FAX, OR EMAIL. (FAX: 719-584-0790 E-MAIL: hazmat\_services@aar.com)**

### **REGISTRATION**

Upon arriving at the training center, students will complete registration information, will be briefed on safety procedures, and will receive an introduction to the course. We request that course fees be paid prior to the class start date, but payment may be made anytime during the class with a personal check, money order, Visa, MasterCard, American Express, Discover, or Diners Club.

### **DRESS**

The course is designed so that participants move quickly and frequently between classroom and field exercises. In the field, you will be in situations that can be dusty, dirty, etc. Therefore, it is suggested you wear suitable work clothes (no summer shorts, sleeveless shirts, or sandals). If you have a spectacle kit for SCBA's, please bring it with you. In the field, safety hats, safety shoes, and safety glasses with attached side shields must be worn at all times. **PARTICIPANTS**

SHOULD BRING SAFETY GLASSES, SAFETY BOOTS, AND LEATHER WORK GLOVES. We will provide hardhats and all other safety gear required for the training. Weather in Colorado can be subject to rapid and diverse changes. We suggest that you come prepared to dress in layers so that you can adjust as the temperatures and conditions change. Also, please come prepared with sunscreen, lip balm, over-the-counter or prescribed medications, etc., that will protect you from the elements.

### **MEALS**

A complimentary breakfast is included with the price of your rooms at the hotel. Breakfast tickets will be given to you when registering at the hotel and should be presented each morning prior to ordering. The restaurant opens at 5:45 a.m. Please allow enough time for breakfast so you can board the bus before it departs at 6:45 a.m. Other meals are the responsibility of the participant. Lunches can be purchased from the training center's cafeteria or students can "brown bag" it by purchasing box lunches from the hotel. Microwave ovens and a refrigerator are available for student use.

### **SECURITY MEASURES**

You will be required to present a picture identification (drivers license, passport, etc.) when you check in at the hotel and again, the first morning the bus driver picks you up for transport to the training facility.

### **PREREQUISITES**

We strongly recommend students be trained to the technician level prior to attending our Advanced Technician, Tank Car and Advanced Tank Car Specialist, Highway Specialist, Intermodal Specialist, Transportation Specialist Refresher, and WMD Technician courses. Students must be trained to the operations level prior to attending our Incident Commander course. And we recommend that students be trained to the operations level for the Hazmat Monitoring course.

While there is no prerequisite for our Technician level course, demonstration in the proper use of self-contained breathing apparatus (SCBA) is required. The Emergency Response Training Center will not allow students with a blood pressure above 160/90 to wear SCBA or fully encapsulated clothing.

### **CERTIFICATES**

In order to receive a certificate of successful completion, students must fulfill all requirements for the course. In all other instances, a certificate of attendance will be awarded.

### **CLASS CONCLUSION**

At ERTC	Highway Emergency Response Specialist	4:00 p.m. Friday
At ERTC	Hazardous Materials Technician (40 & 80 hr)	4:00 p.m. Friday
At ERTC	Hazardous Materials Monitoring	4:00 p.m. Thursday
At ERTC	Hazmat Incident Commander (3-day)	4:00 p.m. Thursday
At ERTC	Hazmat Incident Commander (5-day)	4:00 p.m. Friday
At ERTC	Advanced Hazmat Technician	4:00 p.m. Friday
At ERTC	Intermodal Specialist	4:00 p.m. Friday
At ERTC	WMD Technician	4:00 p.m. Friday
At ERTC	Transportation Specialist Refresher	4:00 p.m. Friday
Hotel	Tank Car Specialist	10:30 a.m. Friday
Hotel	Advanced Tank Car Specialist	10:30 a.m. Friday

#### **FOR MORE INFORMATION, CONTACT:**

Telephone: 1-800-933-4882 or 719-584-0584

E-Mail: [hazmat\\_services@aar.com](mailto:hazmat_services@aar.com)

Facsimile:

719-584-0790

Web Site:

[WWW.HAZMATTRAINING.COM](http://WWW.HAZMATTRAINING.COM)