



CITY OF RAPID CITY

Growth Management Department
300 Sixth Street
Rapid City, South Dakota 57701-2724

MEMORANDUM

TO: Legal and Finance Committee

FROM: Marcia Elkins, ^{me} Director
Growth Management Department

DATE: May 16, 2007

RE: Travel Request for Sheila Hoyer, Air Quality Specialist

Staff requests City Council approval of the travel request for Sheila Hoyer, Air Quality Specialist, to attend the instructor led training Uniform Air Quality Training Program (UAQTP) in Sacramento, CA August 7-10, 2007 (travel dates August 3-12, 2007). The purpose of the seminar is to provide continuing education to the Air Quality staff.

The cost of travel is estimated at \$1,816.00 and includes the following expenses:

\$600.00	air fair*
\$216.00	Meals (8/6/07-8/11/07)
\$0.00	Lodging (staying with family)
\$500.00	Registration
<u>\$500.00</u>	Rental car/fuel
\$1,816.00	Total Travel Estimate

*Air fair is subject to availability and requires as 21 day advance booking.

Staff Recommendation: Staff recommends approval of the travel request for Sheila Hoyer, Air Quality Specialist, to attend the instructor led training Uniform Air Quality Training Program (UAQTP) in Sacramento, CA August 7-10, 2007 (travel dates August 3-12, 2007) in an estimated amount of \$1,816.00.



EQUAL HOUSING
OPPORTUNITY

EQUAL OPPORTUNITY EMPLOYER

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel Sheila Hoyer Department Growth Management

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

Uniform Air Quality Training Program

List all other City employees, if any, making the trip for the same purpose: na

Place of meeting or destination: Sacramento CA

Date of meeting August 7-10, 2007

Date trip to begin 8-3-07 Date trip will end 8-12-07

Method of transportation requested air

Estimated transportation cost \$ 600.00

Meals 8/6/07-8/11/07 216.00

Lodging na days (family) _____

Other costs - description Registration 500.00

Rental car/gas 500.00

Total estimated cost of trip \$ 1816.00

Signed Sheila Hoyer Date Mani E Date 5/2/07
(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)



Enforcement Division
Presents 100 Series Courses
Uniform Air Quality Training Program
(UAQTP)

Courses 101 - 115: The Uniform Air Quality Training Program (UAQTP) is a four-day series of 14 courses providing an introduction to air pollution control and enforcement. The program is intended for new, entry-level stationary source inspectors, regulatory agency staff, and environmental specialists in business and government. You will learn the basics of air pollution history, the evolution of air pollution laws and regulations, control equipment, and inspection procedures associated with proper compliance inspections. You are encouraged to ask questions and share your experiences. The entire series must be completed for a certificate of completion to be issued. More information about each of the 14 courses is listed below. The reference manual for this course is provided on CD-ROM (you might wish to bring a laptop computer, but it's not required).
<http://www.arb.ca.gov/training/uaqtp.htm>

August 7-10, 2007

8:30 AM - 5:00 PM
Cal EPA Building
Training Room 5 (5th Floor)
1001 I Street
Sacramento, CA 95814

TO REGISTER CONTACT: Nancy Thompson (916) 322-2227
arbtrain@arb.ca.gov

Registration Information: <http://www.arb.ca.gov/training/registra.htm>

Course #101: HISTORY OF AIR POLLUTION CONTROL

This course provides a brief, entertaining, historical tour of air pollution from social, political, cultural, and technological perspectives. The key events covered are historical incidents that brought attention to air pollution as a significant health and welfare problem.

Course #102: METEOROLOGY AND CLIMATOLOGY

Meteorology and Climatology examines the atmospheric factors that influence the accumulation and dispersion of air pollution globally and locally. Atmospheric thermodynamics, topography, and air flow are discussed as they apply to the formation and transportation of air pollutants.

Course #103: CLASSIFICATION OF AIR POLLUTANTS

The major classes of air contaminants are discussed in this course. The concept of criteria and non-criteria pollutants is introduced followed by a discussion of ambient air quality standards. Emissions inventories and reduction strategies are also covered.

Course #104: INSPECTOR SAFETY

Inspector Safety outlines some of the potential hazards encountered during common source inspections. This course includes discussions on the selection and use of safety equipment and its application to various workplace environments. Walking, climbing, burn, electrical, and explosion dangers are addressed as they apply to source inspections. For more detailed information about inspector health and safety, students are encouraged to enroll in Course #202, Health and Safety.

Course #105: CONCEPTS OF REGULATORY DEVELOPMENT

This course presents the principles, rules and guidelines that govern the process of regulatory development. Details of the process at the federal, state, and local levels of government are explored, with emphasis on those that affect district rulemaking. Program terminology such as AQMPs, SIP, CTGs, RACT, BACT, NSPS, NSR and NESHAPS will be explained.

Course #106: INSPECTION AND REPORT WRITING TECHNIQUES

This course will give an overview of the physical and administrative techniques to effectively inspect various sources that fall under the jurisdiction of air pollution agencies. This is presented in two phases: the first discusses general procedures for conducting effective source inspections; the second deals with formatting and writing clear, concise, and complete inspection reports.

Course #107: BASIC AIR POLLUTION CONTROL EQUIPMENT

Some common methods for controlling particulate and gaseous air emissions are covered in this course. An overview of the operating principles of typical emission control devices are discussed, including key inspection considerations. For more detailed information about particular control devices and processes, students are encouraged to enroll in our 200-series courses.

Course #109: COMPLAINT RESPONSE PROCEDURES

This course introduces the principles of processing air pollution nuisance complaints with special emphasis on the field investigation process. Legal aspects of public nuisance laws associated with air pollution, causes of complaints, complaint investigation, and resolution of complaints are some of the subjects discussed.

Course #110: SAMPLE GATHERING AND INTEGRITY

This course presents an overview of the methods used to ensure sample integrity with special emphasis on the chain of custody procedure. Specifically, the topics covered will include standard sample gathering procedures, protocols for specific samples, and general safety concerns.

Course #111: BASIC CHEMISTRY OF AIR POLLUTION

This introductory course discusses the basic concepts of air pollution chemistry, including simple chemical reactions and the nomenclature for important hydrocarbon compounds. Discussions will also include ozone formation in the atmosphere, air toxic

deposition, and indoor air pollution.

Course #112: EVOLUTION OF ENVIRONMENTAL LAW

This course gives a brief overview of how air pollution laws, rules, and regulations are developed. The course will cover basic legal principles, courtroom proceedings and tactics, as well as significant cases that have led to modern-day air pollution laws.

Course #113: INSPECTOR CONDUCT AND LIABILITY

Inspector Conduct and Liability is designed to familiarize field inspectors with commonly accepted practices and procedures regarding their professional conduct. This course addresses legal entry, right to inspect, confidential material, and the potential consequences and legal ramifications of illegal conduct or tactics.

Course #114: AIR QUALITY MONITORING CONCEPTS

This course covers the basic concepts involved in ambient and source monitoring. Reasons for monitoring, monitoring instruments and their use, and the acquisition and use of air quality data are discussed. For more in-depth coverage of this topic, students are encouraged to enroll in Course #222, Principles of Ambient Air Monitoring.

Course #115: INTERFACING WITH RELATED AGENCIES

This course will examine the kinds of interactions air pollution control professionals might have with different local, state, and federal government agencies. Interactions related to permitting, issuance of Notices of Violation (NOV), follow-up of violations, environmental crimes and emergencies, rulemaking, and other areas will be covered. For more information about interfacing with other agencies and cross-media inspections, students are encouraged to enroll in Course #300, Cal/EPA's Annual Environmental Cross Media Enforcement Symposium.

COURSE FEES

These fees are for courses offered in California, only. "Environmental Agency" means governmental bodies having environmental regulatory authority. Please contact the National Program about fee information for courses offered outside California. This list is not comprehensive (additional fees may apply):

Course	Environmental Agency	Industry
Fundamentals of Enforcement	\$0.00	\$350.00
VEE Recertification day or night	0.00	100.00
UAQTP - entire program	0.00	500.00
200 Series Courses, 1-day	0.00	150.00
200 Series Courses, 2-day	0.00	250.00
300 Series Courses, 1-day	0.00	150.00
300 Series Courses, 3-day	0.00	375.00
400 Series Courses, 2-day	0.00	250.00
Cal/EPA Cross Media Enforcement Symposium	300.00	600.00
Cal/EPA Basic Inspector Academy	50.00	500.00
Introduction to Hearing Board Workshop	25.00	125.00
Advanced Hearing Board Workshop	50.00	250.00
Smoke Management Training (Course 375)	0.00	250.00
Dry Cleaning Operator Initial Certification	N/A	100.00
Dry Cleaning Operator Recertification	N/A	50.00
Dry Cleaning Trainer Initial Certification	N/A	150.00
Dry Cleaning Trainer Recertification	N/A	100.00

Payment by check must be received with your course application, payable to **California Air Resources Board**. Payment with a major credit card is acceptable. Please have your credit card information ready and telephone the Registrar at the number listed above. For security reasons, do **NOT** email or fax credit card information.

U.S. EPA employees, California state, regional or local air pollution control personnel are eligible for reduced fees. In addition, if your business meets the criteria stipulated in Health and Safety Code Section 40503(b)(1)(A)(B) pertaining to small businesses, you may be eligible for a discount. However, no discount is available for VEE certification.

CANCELLATION POLICY

If a registration is cancelled fewer than 14 working days before the first day of class, no refund of course fees will be made and any unpaid course fees will be due. However, substitution for the individual originally registered is permitted at any time.

HOW TO REGISTER

Enrollment in ARB training courses is limited due to facility restrictions. You are encouraged to register as early as possible. For courses in California, please contact the Registrar using one of the methods listed below. For courses outside the state of California, please contact the National Program.

1. **Telephone:** (916) 322-2227
2. **FAX:** (916) 323-3303
3. **Email:** arbtrain@arb.ca.gov
4. **U.S. Mail:** Registrar, Compliance Training Section
Air Resources Board, Enforcement Division
1001 I Street, 5th floor
P.O. Box 2815
Sacramento, CA 95812

NOTICE! For security reasons, please DO NOT e-mail or fax credit card information with your registration forms. If you choose to pay by credit card, please call the registrar and provide your credit card information over the phone.



California Environmental Protection Agency
Air Resources Board

**Compliance Training Program
 Registration Form**

PLEASE provide all the information requested below. Please complete a separate form for each person enrolling in courses. An individual may be enrolled for multiple courses on a single form. If you have registration questions, please call Nancy Thompson at (916) 322-2227 or visit us on the web at <http://www.arb.ca.gov/training/training.htm>.

Include your payment by check with your course application, payable to **California Air Resources Board**. Payment with a major credit card is acceptable. Please have your credit card information ready and telephone the Registrar at the number listed above. For security reasons, do NOT e-mail or fax credit card information.

SEND COMPLETED FORMS TO:

E-mail to: arbtrain@arb.ca.gov

Fax to: (916) 323-3303

Mail to: Nancy Thompson
 Air Resources Board, Enforcement Division, Training Section
 P.O. Box 2815
 Sacramento, CA 95812

PLEASE PROVIDE THE FOLLOWING:

Student Name:				<i>(last, first middle)</i>
<input type="checkbox"/> I have taken previous ARB courses.		<input type="checkbox"/> My name has changed.		
Student Number: <i>(if known)</i>		Old name:		
		<input type="checkbox"/> My employer/address/phone has changed.		
Job Title:				
Employer:			Division/Section:	
Address:				
City:			State:	Zip:
Work Phone:		Alternate Phone:		
		<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Pager <input type="checkbox"/> Fax		
Email Address:				

Course Number	Course Title	Date Offered	Course Location	Course Fee

For information about course fees, please visit www.arb.ca.gov/training/registra.htm.
 For security reasons, do NOT e-mail or fax credit card information.

Total Amount Enclosed: \$