

# Institute for Tribal Environmental Professionals

Northern Arizona University  
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## American Indian Air Quality Training Program

### *Course Notice for:*

### ***“Introduction To Tribal Air Quality” (Level 1)***

January 12-15, 2010  
Flagstaff, Arizona

**Course Description:** This is an entry-level course designed to provide an understanding of the importance of clean air for the protection of human health and the total environment.

#### **Topics include:**

- The concept of pH
- Criteria pollutants
- National Ambient Air Quality Standards (NAAQS)
- Air Toxics
- Using an air sampler for particulate matter
- Climate change
- Components of a tribal air program

**Who should attend:** This is a course for tribal environmental personnel who are new to air quality and are interested in learning the basics of air quality management. It is geared to the non-scientist and is appropriate for technicians or managers. **This course is a pre-requisite for several AIAQTP training courses**, and is intended as a foundation for further study.

**Pre-Requisites:** None

**Course Structure and Approach:** This course is structured as an intensive training that uses multiple approaches to learning: lecture/discussion, laboratory, and small-group activities. There will also be reading and writing assignments each evening during the course. The content is very basic and assumes that the participant has no prior background in science or air quality management.

**How to Apply for the Course:** Read all enclosed information carefully. Fill out both sides of the enclosed Application Form and fax it to ITEP by the Pre-Registration date listed for priority consideration. Applications received after the pre-registration period will be reviewed on a case-by-case basis.

The “Personal Data” section is **required for first-time applicants** or applicants who need to update information. The “Course-Related Information” section is

Introduction to Tribal Air Quality  
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***required of all applicants.*** Information obtained on the application form is used to aid the selection process and prepare instructors for interaction with participants; please be as specific as possible. Incomplete application forms may be omitted from the applicant pool.

Selection for the course will be on a "space availability" basis and will be limited to 14 registrants. ITEP staff will review each application and will determine those who would most benefit from this training.

***Training Course Costs:*** Lodging and reimbursement for meal costs will be paid by ITEP and will be limited to course participants from federally recognized tribes. Costs for ***transportation*** to and from the training location, as well as incidentals such as phone calls, and room service are the responsibility of the participant. ***However, stipends to cover some or all of the costs associated with transportation to/from the training location can be granted by ITEP to eligible applicants. Stipends are awarded based on availability of funds and participants are encouraged to apply.*** Reimbursement forms must be submitted **10 business days** after the end of the course.

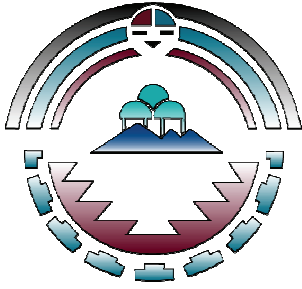
***Travel and Hotel Arrangements:*** Your hotel reservations will be made by ITEP. Detailed information regarding hotel arrangements will be sent to you with notification of your selection for this training course. Lodging costs are FREE to tribal participants, provided that they ***attend the entire course.*** Please read the enclosed "**Attendee Expectations**" sheet for more information. Transportation arrangements to and from the training location are the responsibility of the participant; however, you ***must*** obtain a letter of selection for the course prior to making airline arrangements. Families are not encouraged to travel as full participation by the attendee is required.

***Additional Responsibilities:*** Once you have agreed to attend it is ***absolutely essential*** that you complete the training course ***in full*** in order to receive your Certificate of Completion. If you must cancel after a travel stipend has been awarded, we will require ***full reimbursement*** of the stipend and any other costs incurred. Excessive cancellations or poor attendance may jeopardize your eligibility for future courses.

\* \* \*

*As a cooperative effort between Northern Arizona University and the U.S. Environmental Protection Agency, the American Indian Air Quality Training Program seeks to fulfill the mandate of the 1990 Clean Air Act to offer Native American tribes full partnership in the management of air quality on tribal lands.*

\* \* \*



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ATTN: Sharlene Brown

## Training Course Application Form

Complete both pages of this form. Please type or print clearly.

**\*\*Applications received by December 1, 2009 will have priority consideration over other applications\*\***

Name (Mr/Mrs/Ms) \_\_\_\_\_

Title \_\_\_\_\_

Tribe or Organization [employer] \_\_\_\_\_

Tribal Federal ID Number [9 digit number; verify with tribal financial dept.] \_\_\_\_\_

Department \_\_\_\_\_

Mailing Address \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Cell Phone or Home Phone [required for last-minute contact] \_\_\_\_\_

Emergency Contact Name and Phone \_\_\_\_\_

Referred by \_\_\_\_\_ Phone \_\_\_\_\_

**\*Include name & contact information of Tribal Financial Officer for reimbursement purposes\***

Name \_\_\_\_\_ Email \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

**\*ITEP takes photos of course-related activities for use in presentations, web pages, brochures, and other materials in order to promote ITEP programs. Please check the appropriate space below:**

**YES**, I authorize ITEP to use pictures of me taken during the course

**NO**, I do **not** authorize ITEP to use pictures of me taken during the course

**\*The signature of your supervisor is REQUIRED to approve your application for, and travel to, this training course AND to accept the terms of ITEP's policy on cancellations & reimbursement\***

I verify that I have read and understand all enclosed statements and requirements related to attendance, travel costs, and cancellations. **Applicant signature:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Personal Data [This information is kept confidential—please update as necessary]**

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Name [required] \_\_\_\_\_

Job description/duties \_\_\_\_\_

Year you began working in the environmental field: \_\_\_\_\_

Are you over the age of 18? \_\_\_\_\_ Date of High School Diploma or GED \_\_\_\_\_

Do you have a college degree?  2-year  4-year  Other \_\_\_\_\_

Field of study or technical training: \_\_\_\_\_

Please list the dates of degrees/certificates: \_\_\_\_\_

College science and math courses completed: \_\_\_\_\_

Please detail your experience and/or training in environmental monitoring/management:

What are your long-range educational goals? \_\_\_\_\_

**Course-Related Information [please fill this section out as *completely* as possible]**

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1. Does your tribe currently have an air quality program?  103  105  GAP  N/A
2. If not, do you plan to develop one in the near future?  YES  NO  UNKNOWN
3. What specific topics would you like instructors to address in this training?



# Application for Additional Travel Assistance to Attend AIAQTP Course

**IMPORTANT!!! FILL OUT THIS FORM ONLY IF YOU ARE REQUESTING A TRAVEL SUPPORT STIPEND FROM ITEP TO HELP PAY FOR TRANSPORTATION COSTS.**

**Instructions:** In order to be considered for a stipend to help cover transportation costs, fill out this application form as accurately and completely as possible. The deadline to request a stipend is the same as the deadline to apply for the course; you must fill out a separate request for each course. PLEASE RETURN THIS FORM WITH YOUR COURSE APPLICATION.

Name: \_\_\_\_\_

Tribe: \_\_\_\_\_

Course: \_\_\_\_\_

1. ITEP will cover all costs for lodging and per diem (meals). Per diem will be reimbursed after completion of the course. If this stipend is approved, you will be awarded a specified amount to cover remaining travel costs. Please indicate the costs for which you are requesting additional assistance:  Airfare  Mileage  Other (please specify)

\_\_\_\_\_

2. Does your tribe have a CAA103 or CAA105 air grant, GAP grant with air quality-related tasks, or other source of funding?  103  105  GAP  None  Other (please specify)

\_\_\_\_\_

a. If so, does the grant allow for travel costs for training purposes?  YES  NO

UNKNOWN \_\_\_\_\_

b. What *specific* items in your grant work plan relate to the topics/objectives of this course? \_\_\_\_\_

\_\_\_\_\_

c. Please provide the name and telephone number of your EPA Project Officer: \_\_\_\_\_

\_\_\_\_\_

3. If your tribe does **NOT** have air quality funding, please indicate why you are interested in taking this course. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. How will you benefit from attending this course? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. How will your tribal program benefit from you attending this course? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By signing below, you acknowledge that all information provided is true and that you have read and understand ITEP's Attendee Expectations and Course Travel and Cancellation Policy (*enclosed*).

Applicant's signature: \_\_\_\_\_ Supervisor's signature: \_\_\_\_\_



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## ATTENDEE EXPECTATIONS

*Note from the ITEP director: We have had to implement the following expectations for several reasons: 1) it is difficult for ITEP to justify federal expenditures when class attendance is not satisfactory; 2) other tribal participants who would have benefited from the training are denied the opportunity to attend; 3) ITEP functions are short, but convey a great deal of content; 4) In order to receive proper training, it is crucial that all participants cooperate with the following guidelines. Thank you for your understanding and adherence to these expectations.*

The following are expectations for participants, instructors, and facilitators at ITEP training courses, internships, conferences, and meetings. These guidelines have been employed in order to continue providing useful training programs to tribal environmental professionals. The word "attendee" herein refers to *any* person attending an ITEP function.

### **Attendance**

*Complete* attendance at ITEP functions is mandatory. Certificates of Completion and per diem reimbursements will be given only to participants who attend and participate in *all sessions*, including completion of in-class assignments. Participants who fail to attend all sessions may be billed for any pre-paid expenses and/or reimbursements may be withheld. If an emergency situation occurs, please consult with support staff as soon as possible.

### **Tardiness and Leaving Early**

Attendees are expected to arrive on time to the function and all related activities. Attendees are also expected to be in the room and remain attentive while the function is in session, and to stay until the function is adjourned.

### **Meeting Room Conduct**

Attendees are expected to be respectful of one another and keep discussions and activities during the function focused on the topics at hand.

### **Safe Working and Learning Environment**

As a subsidiary of Northern Arizona University, ITEP must uphold the Safe Working and Learning Environment Policy. This policy affirms that everyone has the right to feel safe and unthreatened during ITEP functions. Discrimination or harassment of any kind by any person is not acceptable. For more information, please see the support staff for a copy of the entire policy.

### **Alcohol and Illegal Drug Use**

The effects of alcohol consumption can impair one's ability to make sound judgments, hinder one's ability to participate effectively, and negatively impact others. Abuse of alcohol or illegal drugs will be grounds for dismissal.

### **Cellular Phones**

Cell phones and beepers must be turned off during the sessions. Phone calls can be made and/or received during scheduled breaks and lunches.



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## COURSE TRAVEL AND CANCELLATION POLICY

**ALERT!** *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 this program.*

### **I. Transportation Arrangements**

- a. Transportation arrangements are the responsibility of the traveler. Please do not make transportation arrangements until you have received notification of selection for a course.
- b. A copy of the travel itinerary (for air or ground travel) **must** be provided to ITEP **by the specified date** in order to make appropriate hotel arrangements.
- c. All travel itineraries must coincide with the course agenda provided with selection materials in order to ensure full participation in all course sessions. If the itinerary does not allow for full participation, ITEP reserves the right to deny attendance at the course.

### **II. Travel Costs for Tribal Participants Receiving *Additional Travel Support Stipends***

- a. ITEP will pay the costs of a standard round-trip coach-class airfare for travel to a training course for participants who have been awarded a travel support stipend.
- b. Airline arrangements **must be made as early as possible** to avoid unnecessarily expensive tickets. ITEP reserves the right to not approve tickets that are overly expensive due to late purchase.
- c. Airline reservations can be made through ITEP, and the cost of the ticket will be billed directly to ITEP. The cost of the airline ticket can also be reimbursed if purchased through an alternate source (e.g. personal travel agent, website, etc.); however, **all costs must be approved prior to purchase**.
- d. ITEP will reimburse mileage costs at the Arizona state-dictated rate for travel to/from the training location or airport for **personal or government vehicles only** (no rental vehicles).
- e. Mileage costs can only be reimbursed up to the amount of a similar-itinerary airline ticket (contact ITEP for an estimate). No extra per diem or hotel costs will be covered unless approved **prior** to travel.
- f. The costs of airfare and/or mileage, shuttle expenses, or airport parking will be only reimbursed **up to** the amount of the stipend (unless approved in advance). All additional costs will be the responsibility of the traveler.

### **III. Cancellations**

- a. Airline tickets purchased by ITEP are **non-transferable** and **non-refundable**. If a cancellation occurs, your tribe will be billed by ITEP for the cost of the unused ticket.
- b. 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.
- c. **Excessive cancellations or outstanding payment due to ITEP will jeopardize your eligibility for future trainings.**