



# Environmental Resource Center

101 Center Pointe Drive · Cary, North Carolina 27513-5706 · phone 919-469-1585 · fax 919-342-0807 · www.ercweb.com

## ENVIRONMENTAL RESOURCE CENTER CONTRACT PRICE LISTS

### (I) GENERAL SERVICES ADMINISTRATION

Schedule 899—Environmental Services

Contract Number: GS-10F-0346X

Contract Period: 6/24/11–6/23/16

Environmental Resource Center

101 Center Pointe Drive

Cary, NC 27513

Phone: 919-469-1585

Toll Free: 800-537-2372

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www.ercweb.com

Small Business

### (II) CUSTOMER INFORMATION

1a.

SIN	Course Title (Description Reference)	Awarded Price
899-3 Seminars	Hazardous Waste Management: The Complete Course (Attachment 1, 1)	\$640.81
	Hazardous Waste Management in California (Attachment 1, 2)	\$640.81
	Hazardous Waste Management in Texas (Attachment 1, 3)	\$640.81
	Advanced Hazardous Waste Management (Attachment 1, 4)	\$402.22
	DOT and RCRA Update and Refresher (Attachment 1, 5)	\$402.22
	DOT Hazardous Materials Training: The Complete Course (Attachment 1, 6)	\$361.91
	Transportation of Dangerous Goods: Compliance with IATA and IMO Regulations (Attachment 1, 7)	\$466.70
	Storm Water Management: How to Comply with State and Federal Regulations (Attachment 1, 8)	\$402.22
	SARA Title III Workshop (Attachment 1, 9)	\$321.61
	Hazardous Waste Operations and Emergency Response (HAZWOPER) 24-Hour Training (Attachment 1, 10)	\$442.52
	Hazardous Waste Operations and Emergency Response (HAZWOPER) 40-Hour Training (Attachment 1, 10)	\$603.73
	Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-Hour Refresher Training (Attachment 1, 11)	\$321.61
	Environmental Audits (Attachment 1, 12)	\$402.22
	Environmental, Health, and Safety Laws and Regulations (Attachment 1, 13)	\$563.43
	OSHA 10-Hour Compliance Course (Attachment 1, 14)	\$402.22
OSHA Hazard Communication Standard Training for Trainers (Attachment 1, 15)	\$321.61	

SIN	Course Title (Description Reference)	Awarded Price
899-3 Webcasts		
	How to Transport Dangerous Goods by Road Within Europe (Attachment 1, 16)	\$305.49
	Biennial Reporting (Attachment 1, 17)	\$103.98
	How to Ship Consumer Commodities and Limited Quantities (Attachment 1, 18)	\$305.49
	DOT Hazardous Materials Training: The Complete Course (Attachment 1, 19)	\$345.79
	DOT Hazardous Materials Update (Attachment 1, 20)	\$305.49
	Environmental Regulations (Attachment 1, 21)	\$305.49
	Environmental Audits (Attachment 1, 22)	\$305.49
	Hazardous Materials Security (Attachment 1, 23)	\$103.98
	8-Hour Hazardous Waste Operations and Emergency Response (HAZWOPER) Refresher Webcast (Attachment 1, 24)	\$305.49
	Transportation of Dangerous Goods: Compliance with IATA Regulations (Attachment 1, 25)	\$450.58
	IATA Dangerous Goods Update (Attachment 1, 26)	\$426.40
	Incident Command System (Attachment 1, 27)	\$305.49
	Transportation of Infectious Substances by Ground and Air (Attachment 1, 28)	\$305.49
	International Maritime Dangerous Goods (IMDG) Code (Attachment 1, 29)	\$305.49
	Hazardous Waste Land Disposal Restrictions (Attachment 1, 30)	\$103.98
	Hazardous Waste Manifesting (Attachment 1, 31)	\$103.98
	Hazardous Waste Management Webcast (Attachment 1, 32)	\$482.82
	Hazardous Waste Management Annual Update (Attachment 1, 33)	\$305.49
	How to Comply with Emergency Release and Notification Requirements (SARA, Sections 302-312) (Attachment 1, 34)	\$305.49
	Toxic Chemical Release Inventory (Form) Reporting Requirements (SARA Section 313) (Attachment 1, 35)	\$305.49
	OSHA Safety Regulations (Attachment 1, 36)	\$305.49
	Storm Water Regulations (Attachment 1, 37)	\$305.49
	OSHA Hazard Communications Standard (Attachment 1, 38)	\$305.49
	Used Oil and Special Waste (Attachment 1, 39)	\$103.98
	Universal Waste Management (Attachment 1, 40)	\$103.98
	REACH, WEE, and RoHS: How European Environmental Initiatives Impact U.S. Companies (Attachment 1, 41)	\$103.98
	Climate Change: What Every Environmental Manager Should Know (Attachment 1, 42)	\$103.98
	TSCA Import Requirements (Attachment 1, 43)	\$103.98
	TSCA Requirements for Fluorescent Light Ballasts (Attachment 1, 44)	\$103.98
TSCA Pre-Manufacture Notices and Updates (Attachment 1, 45)	\$103.98	
How to Ship Batteries by Ground and Air (Attachment 1, 46)	\$103.98	
899-3 On-site Training		
	On-Site Training 1-15 people, one day	\$2,518.89*
	On-Site Training 15-35 people, one day	\$3,526.45*

SIN	Course Title (Description Reference)	Awarded Price
899-1 Consulting**	President Consulting***	\$151.13/hr
	Vice President Consulting***	\$141.06/hr
	Senior Consultant Consulting***	\$125.94/hr
	Consultant Consulting***	\$110.83/hr
	Technical Specialist Consulting***	\$50.38/hr
	Administrative Support Consulting***	\$35.26/hr

\* Training costs can vary from site to site based on the number of days of training, the complexity of the customization process, and the number of people needed to perform the training. The rates above act as a base line.

\*\* The following consulting services are available through Environmental Resource Center:

- Environmental assessments and impact statements
- The Development of Standard Operating Procedures for CBRN Hazards
- Development of environmental plans and procedures, including hazard communication; spill pollution control and counter measures; contingency plans; employee emergency and fire prevention plans; storm water pollution prevention plans; risk management; site safety and health; and hazmat security
- Compliance audits, including environmental, safety, transportation, and training
- ISO 140000 Environmental Management Systems
- SARA Reporting

\*\*\* Environmental Resource Center will work with the customer to determine the level of expertise needed on a case-by-case basis.

1b. Not Applicable

1c.

## **JOB TITLE DESCRIPTIONS**

### **PRESIDENT**

The President is responsible for overseeing and approving the development and implementation of business plans, strategies, and department objectives, staff communication, employee motivation, development and discipline, team-building, and fiscal responsibilities. The President is responsible for overall project management, developing and marketing both services and products, a resource to both external and internal customers, presents public and private seminars, and provides services to customers in his/her areas of expertise

### *RESPONSIBILITIES*

Oversee the development of specific strategies to build business, including value-based displacement strategies and aggressive displacement tactics to increase our market share

- Develop business relations with customers and customer profiles which identify specific situations, strategies, and plans (i.e. best management practices; site specific regulatory issues; alternative approaches to existing issues and problems; planning tools and techniques; strategies for dealing with regulators and agencies; and, management streamlining techniques)
- Research new regulations, services, and products
- Ensure staff conformance with established policies and objectives
- Establish and maintain quality standards
- Set and meet organizational objectives
- Ensure projects are completed in a timely and professional manner
- Evaluate services and products
- Approve research and development for new services and products; approve recommendations for non-productive services and products that need elimination or restructuring

- Approve new seminars and services developed based on customer requirements and market opportunities
- Oversee the marketing of services and products
- Keep current with services, products, and legal, technical, and regulatory developments
- Be a resource to external and internal customers in his/her areas of expertise
- Present both public and private seminars
- Perform consulting and training services for external and internal customers in areas of expertise
- Improve, establish, monitor, and enforce standards, policies, and objectives
- Oversee and approve seminar activities related to any new regulatory requirements including developing new material and slides
- Create a positive work environment throughout the organization
- Ensure that all assignments are complete, accurate, and in company format before submission for peer review or to a customer
- Ensure that all services meet or exceed customer expectations
- Ensure that all services are cost competitive and have both quality and value advantages when compared to our competitors
- Ensure that materials, equipment, resources, and supplies are maintained in good condition, used wisely, and not damaged or misplaced
- Ensure staff is adequately trained and qualified to perform current and anticipated future assigned responsibilities
- Ensure personnel comply with government regulations and the highest ethical standards applicable to their job responsibilities

#### *REQUIREMENTS*

- Educational background, skills, and experience to perform assignments
- Degree in environmental science, geology, engineering, chemistry or related science
- Ten to fifteen years experience
- Excellent written and verbal communication skills
- Excellent computer skills
- Strong proven leadership skills
- Advanced knowledge required in project management
- Ability to interact with and effectively direct and supervise technical staff
- Advanced knowledge of the implementation and interpretations of environmental, health, and safety, or transportation regulations.
- Advanced knowledge of instructional methods and media.

#### **VICE PRESIDENT**

The Vice President is responsible for developing and implementing business plans, strategies, and department objectives, staff communication, employee motivation, development and discipline, team-building, and fiscal responsibilities. The Vice President is responsible for overall project management, developing and marketing both services and products, a resource to both external and internal customers, presents public and private seminars, and provides services to customers in his/her areas of expertise

#### *RESPONSIBILITIES*

- Manage consulting business development activities

- Develop specific strategies to build our consulting business, including value-based displacement strategies and aggressive displacement tactics to increase our market share
- Contact clients at training anniversary for on-site classes
- Follow up with class attendees to facilitate development of new business and improve classes
- Develop business relations with customers and customer profiles which identify specific situations, strategies, and plans (i.e. best management practices; site specific regulatory issues; alternative approaches to existing issues and problems; planning tools and techniques; strategies for dealing with regulators and agencies; and, management streamlining techniques)
- Develop added-value strategies for each customer (i.e., less expensive approaches to existing procedures; savings gained through productivity improvements; risk reduction via reduced waste handling or compliance strategies; reduced permitting cost; and , lower operating cost)
- Develop client target lists
- Contact clients to solicit additional work
- Research new regulations, services, and products
- Ensure departmental staff conformance to with established policies and objectives
- Establish and maintain quality standards
- Set and meet organizational and departmental objectives
- Overall project responsibility including; developing and submitting proposals; identifying critical task and dates; establishing and meeting deadlines making project assignments, and scheduling work; coordination and supervision of work; tracking project progress and financial status; preparing project status reports and invoice data sheets
- Evaluate services and products
- Research and develop new services and products; recommend non-productive services and products for elimination or restructuring
- Recommend and develop new seminars and services based on customer requirements and market opportunities
- Market services and products
- Keep current with services, products, and legal, technical, and regulatory developments
- Be a resource to external and internal customers in his/her areas of expertise
- Present both public and private seminars
- Perform consulting and training services for external and internal customers in areas of expertise
- Improve, establish, monitor, and enforce both organizational and departmental standards, policies, and objectives
- Employee evaluation and development, create job descriptions, salary review, employee motivation and discipline, staff communication, and new employee hiring
- Coordinate and implement seminar activities related to any new regulatory requirements including developing new material and slides
- Create a positive work environment throughout the organization
- Maintain a calendar of assignments, meetings, and deadlines
- Meet all assigned deadlines or obtain an extension prior to deadline expiration
- Obtain peer review of all correspondence, documents, slides, handouts, reports, etc.
- Ensure that all assignments are complete, accurate, and in company format before submission for peer review or to a customer

- Perform other duties, as assigned
- Accurately track time on time sheets contemporaneously
- Submit a monthly report by the 10th of each month
- Add value to Environmental Resource Center by growing departmental revenues and profits at a targeted value of 10% growth per year
- Monitor departmental costs to ensure productive use of resources and minimize expenses
- Identify and recommend candidates for corporate acquisitions
- Ensure that departmental services meet or exceed customer expectations
- Ensure that departmental services are cost competitive and have both quality and value advantages when compared to our competitors
- Ensure that departmental materials, equipment, resources, and supplies are maintained in good condition, used wisely, and not damaged or misplaced
- Ensure staff is adequately trained and qualified to perform current and anticipated future assigned responsibilities
- Ensure personnel comply with government regulations and the highest ethical standards applicable to their job responsibilities

#### *REQUIREMENTS*

- Educational background, skills, and experience to perform assignments
- Degree in environmental science, geology, engineering, chemistry or related science
- Ten to fifteen years experience
- Qualified in the areas of six or more public seminars offered by Environmental Resource Center.
- Excellent written and verbal communication skills
- Excellent computer skills
- Strong proven leadership skills
- Advanced knowledge required in project management
- Ability to interact with and effectively direct and supervise technical staff
- Advanced knowledge of the implementation and interpretations of environmental, health, and safety, or transportation regulations.
- Advanced knowledge of instructional methods and media.
- Able to present long presentations at a hotel or customer's site (i.e., up to several hours and potentially several consecutive days)
- Able to perform on-site audits at potential hazardous locations
- Able to work effectively both independently and as a team member

#### **SENIOR CONSULTANT**

Senior Consultants shall be a resource to external and internal customers, present public and private seminars, and provide services to customers in their area of expertise. Senior Consultants also will be responsible for developing and marketing services and products.

#### *RESPONSIBILITIES*

- Contact clients at training anniversary for on-site classes.
- Follow up with class attendees to facilitate the development of new business and improve classes.
- Develop business relations with customers and customer profiles that identify specific situations, strategies, and plans.

- Develop added-value strategies for each customer.
- Contact clients to solicit additional work.
- Recommend and develop new seminars and services based on customer requirements and market opportunities.
- Market services and products.
- Develop and maintain client target lists.
- Maintain quality standards.
- Set and meet personal goals.
- Conform to company policies.
- Present both public and private seminars.
- Keep current with services, products, and legal, technical, and regulatory developments.
- Research new regulations, services, and products.
- Evaluate services and products.
- Coordinate and perform seminar activities related to any new regulatory requirements, including developing new material and slides.
- Perform services as assigned for internal and external clients in area of expertise.
- Be a resource to external and internal customers.
- Assist management with employee evaluation and development
- Create a positive work environment throughout the organization.

#### *REQUIREMENTS*

- Educational background, skills, and experience to perform assignments.
- Degree in environmental science, geology, engineering, chemistry or related science.
- Five to ten years experience.
- Qualified in the areas of six or more public seminars offered by Environmental Resource Center.
- Excellent written and verbal communication skills.
- Excellent computer skills.
- Advanced knowledge of the implementation and interpretations of environmental, health, and safety, or transportation regulations.
- Knowledge of instructional methods and media.
- Able to present long presentations at a hotel or customer's site (i.e., up to several hours and potentially several consecutive days)
- Able to perform on-site audits at potential hazardous locations
- Able to work effectively both independently and as a team member

#### **CONSULTANT**

Consultants shall be a resource to external and internal customers, present public and private seminars, and provide services to customers in their area of expertise. Consultants also will be responsible for developing and marketing services and products.

#### *RESPONSIBILITIES*

- Contact clients at training anniversary for on-site classes.
- Follow up with class attendees.
- Develop business relations with customers and customer profiles that identify specific situations, strategies, and plans.

- Develop added-value strategies for each customer.
- Contact clients to solicit additional work.
- Recommend and develop new seminars and services based on customer requirements and market opportunities.
- Market services and products.
- Develop client target lists.
- Maintain quality standards.
- Set and meet personal goals.
- Conform to company policies.
- Present both public and private seminars.
- Keep current with services, products, and legal, technical, and regulatory developments.
- Research new regulations, services, and products.
- Evaluate services and products.
- Coordinate and perform seminar activities related to any new regulatory requirements, including developing new material and slides.
- Perform services as assigned for internal and external clients in area of expertise.
- Be a resource to external and internal customers.
- Create a positive work environment throughout the organization.

#### *REQUIREMENTS*

- Educational background, skills, and experience to perform assignments.
- Degree in environmental science, geology, engineering, or related science.
- Three to five years experience.
- Qualified in the areas of three or more public seminars offered by Environmental Resource Center.
- Excellent written and verbal communication skills.
- Excellent computer skills.
- Knowledge of the implementation and interpretations of environmental, health, and safety, or transportation regulations.
- Knowledge of instructional methods and media.

#### **TECHNICAL SPECIALISTS**

##### **NETWORK ADMINISTRATOR/WEBMASTER**

The Network Administrator/Webmaster is responsible for in-house computer support, development of our website, development of online client projects, Internet security, telephone system, power system, technology updates, and technology upgrades.

#### *RESPONSIBILITIES*

- Management of computer network to ensure that it is working properly and immediately repaired when it is not.
- Management of outside vendors on computer/network/telephone issues.
- Set up of new computers and new employees on network.
- Management of all corporate servers and network appliances.
- Computer troubleshooting for staff as required (software or hardware issues).

- Developing and maintaining a strategic plan for our Internet presence, based on management priorities, policy directions, and goals.
- Updating and uploading pages on our website and integrating multimedia assets and applications into the site.
- Management of our relationship with our hosting and website development vendors.
- Creating enhancements and modifications to our website; organizing and maintaining the site; assessing new standards, technologies and trends, and formulating strategies and plans for enhancing the site; maintaining cross-platform and cross-browser compatibility so that the website is accessible from a variety of different environments.
- Producing a consistent visual image on the site by promoting uniform fonts, formatting, icons, images, layout techniques, and modularization, including maintenance of template and image archives.
- Determining appropriate compression techniques, resolutions, sizes, color maps, and depths to ensure that images are delivered to the viewer at sufficiently high speed and quality.
- Managing links and cross promotions with other sites, ensuring that links are up to date.
- Updating information in pages and databases so that content is kept current.
- Checking bugs and problems, diagnosing and fixing them.
- Ensuring that all webmaster mail receives timely responses.
- Analyzing traffic statistics and reporting on a monthly basis all relevant information and the “what and why.”
- Maximizing the use of Miva Marketplace (or other e-commerce software) for our e-commerce business.
- Management of the Schering-Plough, John Deere, and other hazmat databases and development of additional hazmat databases as new clients for this service are acquired.
- Ensuring that all computers and servers are routinely backed up, free of spam, free of viruses, and hard drives defragmented.
- Maintaining a database of all corporate ip addresses.
- Maintaining a database of all passwords used on computers, websites, servers, and appliances.
- Maintaining a database of all warranties for equipment and software, ensuring that warranties are renewed (or make recommendations to allow lapse for old equipment).
- Ensuring that all equipment is repaired, when needed, under warranty. This includes (but is not limited to) desktops, laptops, servers, network appliances, LCD projectors, telephones, UPS devices, generator, and Internet (cable) connections.
- Maintaining a database of all software licenses.
- Maintaining a database of all corporate domains, ensuring that they are renewed.
- Maintaining an inventory of essential spare equipment, including (but not limited to) LCD lamps, power supplies, batteries, fuses, cables, etc.
- Development of monthly and other periodic reports to management.

#### *REQUIREMENTS*

- Bachelor’s degree in business administrative management, computer science, electrical engineering, or related field.
- One to three years web development experience with Windows NT, Unix, and Macintosh platforms. Advanced proficiency with HTML, including style sheets, templates, complex tables, frames, and

image maps. Must be able to program forms and implement scripts using languages such as Perl, CGI, Java, C, C++, Visual Basic, and VB Script.

- Thorough experience with the administration of MS Small business server, Outlook, IIS, VPN, and Terminal Services.
- Working knowledge of website composition; page layout; and art and presentation packages, such as Dreamweaver, Front Page, MS Word, Filemaker, Excel, Powerpoint, QuarkXpress, InDesign, Illustrator, Photoshop, Acrobat.
- Requires excellent time and project management skills, as well as organizational and personal skills to work with a variety of people.
- Strong design sense along with a methodical attention to detail.
- Ability to work as a team member and independently with minimal supervision.
- Ability to type at least 25 words per minute.
- Ability to make physical and software network connections: computers, servers, power supplies, back up power supplies, and generator.
- Knowledge of Aestiva software or the ability to master it within 30 days of hire.
- Ability to make minor physical repairs to computers, servers, telephones, and LCD projectors.
- Excellent verbal and written communication skills including grammar and spelling.
- Dedication and a willingness to put in more than a normal workweek when required, such as when a server or essential system crashes on a weekend.

## **EDITOR**

Oversees writing, editing, design, and printing of all editorial documents, including books, presentations, handouts, calendars, brochures, newsletters, etc.

### *RESPONSIBILITIES*

- Write and develop new written materials as needed.
- Edit, format, and update all course manuals and presentations annually and as needed due to regulatory updates.
- Coordinate with customer service regarding book updates and webcasts.
- Post book updates to website and coordinate coworkers for printing books and CDs.
- Prepare update reminder e-mail for customer distribution.
- Serve consultants as needed in preparing on-site documents.
- City Brochures—Update brochures every two months; post to printers; review proofs.
- National Brochure—Redesign brochure every four months; post to printers; review proofs.
- Compliance Calendar—Redesign calendar each year; oversee printing; and update as needed. Ensure that calendar is posted to website as well.
- Report to Vice President and perform special projects or other duties as assigned by management.

### *REQUIREMENTS*

- Must possess at least a Bachelor's degree in communications, journalism, English, or similar function or any combination of experience, education, and training that can provide the required level of knowledge, skill, and ability to fulfill job responsibilities.
- Needs to have an eye for design and ability to handle multiple tasks at once.
- Knowledge of MS Excel, MS Word, MS PowerPoint; Adobe InDesign, Photoshop, and Illustrator; and Quark Express software.

- Must be analytical and detail-oriented with excellent verbal and written communication skills.
- Ability to maintain good working relationships with management, coworkers, clients, and vendors.

#### **ADMINISTRATIVE SUPPORT**

#### **CUSTOMER SERVICE/WEBCAST COORDINATOR**

##### *RESPONSIBILITIES*

##### *CLIENT SERVICES*

- Market seminars and webcasts and public seminars via e-mail and during online training.
- Respond to phone, e-mail, website, and faxed questions regarding courses and products.
- Field Answerline calls and transfer to appropriate instructor. Update customer database.
- Handle registrations and confirmations. Include accounting with receipt and invoice details.

##### *PRODUCT SALES*

- Take product orders and enter order into Accounting Software.
- Inform shipper of product order for shipment process.
- Update customer database with product order information.
- Monitor inventory and purchase resale products from vendors when necessary.

##### *WEBCAST COORDINATOR*

- Promote scheduled webcasts and company-specific webcasts.
- Register and confirm webcast customers.
- Send technical requirements and offer to hold mock webcast prior to training.
- Assist customers with connection issues.
- Create webcast meeting in Linktivity software.
- Remind instructor of meeting details and have them send slide presentation to IT for backup.
- Print student packets for each customer and ship materials via UPS or FedEx two weeks prior to class.
- Obtain all tracking numbers for registration file.
- Create instructor packet/roster.
- Monitor all webcasts and assist customers and instructor as needed.
- Collect and grade all webcast tests and create certificates for mailing.
- Work with Linktivity and Accuconference vendors when troubleshooting.

##### *OTHER DUTIES*

- Prepare daily bank deposits.
- Receive and grade tests and issue certificates for Acuity Specialty Products employees to their branch managers. Maintain Acuity training spreadsheet and e-mail it to Acuity Upper Management on a monthly basis.
- Serve as backup for other Customer Service Representatives.
- Assist shipper when necessary.

##### *REQUIREMENTS*

- Bachelor's degree preferred or any combination of experience, education, and training that can provide the level of knowledge, skill, and ability required.
- Ability to maintain good working relationships with management, coworkers, clients, and vendors.
- Excellent written and verbal communication skills.

2. Maximum Order:

None

3. Minimum Order:

One

4. Geographic Coverage:

For SIN 899-1 delivery only with the United States.

For SIN 899-3 delivery in the North America, Central America, South America, and Europe.

5. Points of Production:

NA

6. Discount from list prices or statement of net price:

None

7. Quantity Discounts:

Available for public seminars and webcasts only, our quantity discount is as follows. Register two students at full price and get each additional registration for half price. This applies to the same class in the same city on the same date. For GSA customers, this half off would be applied after the 20% discount. This discount may not be combined with other offers. This discount does not apply to IATA, IMO or HAZWOPER classes.

8. Prompt Payment Terms:

None

9a. We accept Government purchase cards.

9b. We accept Government purchase cards.

10. Foreign items:

NA

11a. Time of delivery

For dates, locations and times of public courses, see our website, brochures or call 800-537-2372. For on-site training and consulting services the time of delivery is negotiated with the client.

11b. Expedited Delivery:

NA

11c. Overnight and 2-day Delivery:

Environmental Resource Center offers a service, not a good that requires shipping.

11d. Urgent Delivery:

Environmental Resource Center tries to accommodate urgent orders as scheduling allows.

12. F.O.B.

NA

13a. Ordering Address:

101 Center Pointe Drive

Cary, NC 27513

13b. Ordering Procedures:

To enroll in any of Environmental Resource Center's public seminars or webcasts, visit our website or call 800-537-2372. To order on-site training or consulting, please contact Amy Knight via email [aknight@ercweb.com](mailto:aknight@ercweb.com) or 919-469-1585 Ext. 224.

14. Payment Address:  
101 Center Pointe Drive  
Cary, NC 27513
15. Warranty Provision  
NA
16. Export packing charges.  
NA
17. We accept Government purchase cards.
18. Terms and conditions of rental, maintenance, and repair.  
NA
19. Terms and conditions of installation.  
NA
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices.  
NA
- 20a. Terms and conditions for any other services.  
NA
21. List of service and distribution points.  
NA
22. List of participating dealers.  
NA
23. Preventative maintenance.  
NA
- 24a. Special attributes such as environmental attributes.  
Our headquarters is powered by solar energy, handbooks are eco-bound in a fully recyclable binder, and many of our courses are available online.
- 24b.  
NA
25. Duns Number:  
10-191-4273
26. Notification regarding registration in Central Contractor Registration (CCR) database.  
See attachment.

## ATTACHMENT 1 COURSE DESCRIPTIONS

### SEMINARS

#### 1. Hazardous Waste Management: The Complete Course

If your facility generates hazardous waste, you must comply with detailed regulatory requirements for waste characterization, container marking and labeling, waste minimization, manifesting, transportation, emergency response, and land disposal certification. EPA and state regulations require annual hazardous waste management training. At this two-day class you will learn the latest requirements of the law and how to comply. This course will teach you how to properly identify, accumulate, minimize, and ship hazardous waste. You will learn how to develop a contingency plan and how to comply with land disposal restrictions. The course provides an in-depth look at the latest regulatory requirements, waste exemptions and exclusions, new universal waste requirements, VOC standards for hazardous waste generators, and waste minimization.

#### 2. Hazardous Waste Management in California

If your facility generates hazardous waste in the state of California, you must comply not only with the California hazardous waste regulations, but also with federal regulations that have not yet been incorporated into the California rules. Attend this two-day seminar and meet both the California and federal annual training requirements for generators of hazardous waste in California. Topics covered include waste characterization, on-site management, manifesting, land disposal restrictions, tiered permitting, source reduction, and universal wastes. You'll also learn about the modifications and new rules that will affect your facility's hazardous waste management program upon promulgation.

#### 3. Hazardous Waste Management in Texas

If your facility generates hazardous waste in the state of Texas, you must comply not only with the Texas hazardous and industrial waste regulations, but also with federal regulations that have not yet been incorporated into the Texas rules.

This two-day seminar meets the Texas and federal annual training requirements for generators of hazardous waste in Texas. Topics covered include waste characterization, on-site management, manifesting, land disposal restrictions, recordkeeping and reporting, source reduction, and universal waste. Information on the modifications and new rules that may affect your facility's hazardous waste management program upon promulgation is also included.

#### 4. Advanced Hazardous Waste Management

Go beyond the basics with this challenging course and delve into EPA's interpretations on the most daunting gray areas. Advanced Hazardous Waste Management is designed for those with prior RCRA training. This class covers much more than the regulatory requirements and meets your annual training requirement.

You will learn which of your wastes are exempt or excluded that you may currently be managing as hazardous, which wastes do not count toward your generator status, how to handle episodic generation, requirements for importing and exporting hazardous waste, when permits are required and when treatment is allowed without a permit, how to minimize waste generation, and the latest land disposal restrictions. Also covered are the most recent regulatory changes plus any pending EPA proposals that may affect your facility.

#### 5. DOT and RCRA Update and Refresher

This course is the perfect way to meet both your RCRA 40 CFR 265.16 annual review and DOT 49 CFR 172.704 (c)(2) recurrent training requirements. During this one-day class you will review the important concepts and procedures required for compliance with hazardous waste (EPA/RCRA) and

hazardous materials transport (DOT/HMTSA) regulations. You'll also learn how to avoid the most common violations cited by EPA and DOT, as well as how to comply with new requirements that have been enacted over the past year.

#### 6. DOT Hazardous Materials Training: The Complete Course

The Department of Transportation (49 CFR 172.704) makes training mandatory for almost anyone who handles hazardous materials, regardless of the amount. This affects employees who select or fill hazardous materials packages, label containers, complete shipping papers, load or unload vehicles, transload hazardous materials, or operate vehicles used in the transport of hazardous materials.

Receive your required training and learn how to comply with all regulations at this comprehensive seminar. DOT requires initial training and recurrent training every three years. This class meets both your initial and recurrent training requirements.

#### 7. Transportation of Dangerous Goods: Compliance with IATA and IMO Regulations

This course provides an in-depth look at the regulations governing shipments by sea and air under IMO (International Maritime Organization) and IATA (International Air Transport Association) regulations. It focuses on the differences between domestic and international regulations and covers any regulatory changes or additions that have occurred in the past two years.

During this class you will participate in hands-on exercises that will give you the opportunity to practice preparing goods for shipment using the IMDG (International Maritime Dangerous Goods) Code and IATA Dangerous Goods Regulations. These practical exercises demonstrate how to classify a material as a dangerous good; how to interpret information from the dangerous goods lists; packaging, marking, and labeling; and shipping paper requirements for shipping dangerous goods internationally.

IATA requires initial training and recurrent training every two years. Per competent authority reference, IMO requires initial training and recurrent training every three years in the U.S. This course meets both initial and recurrent training requirements.

#### 8. Storm Water Management: How to Comply with State and Federal Regulations

EPA's Multi-Sector General Permit requires training for all employees who work in areas where industrial materials or construction activities are exposed to storm water, and for all employees responsible for implementing activities in your storm water pollution prevention plan.

Learn how to comply with the latest storm water management regulations at this comprehensive one-day class. You will learn about the various permit options available, how to develop required storm water pollution prevention plans, which best management practices are right for your facility or site, and methods for collecting and handling samples. Both industrial and construction storm water management requirements are covered, as well as state-specific requirements.

#### 9. SARA Title III Workshop

SARA Title III (Emergency Planning and Community Right-To-Know) requires you to inform your surrounding community about your facility's hazardous substances and releases—accidental and permitted. This program provides you with a complete understanding of what this law requires as well as detailed instructions on how to ensure your facility is in compliance. A clear explanation of your reporting requirements under Title III is provided so you will understand when and how to complete the Tier II, and Toxic Chemical Release (Form R) inventory report forms.

#### 10. Hazardous Waste Operations and Emergency Response (HAZWOPER) 24- and 40-Hour Training

Personnel who are expected to stop, contain, and clean up on-site releases are required to have 24

hours of initial training. Personnel who are involved in cleanups at waste sites-including Superfund sites, RCRA corrective action sites, or even voluntary cleanups involving hazardous substances-must have 40 hours of initial classroom instruction.

Satisfy your training requirements with this comprehensive class that provides in-depth instruction on how to perform emergency response activities. Topics include hazard recognition, spill control and containment, worker protection, and waste site activities such as site characterization, waste handling, and decontamination. You will have the opportunity to apply your training during a hands-on simulated incident response.

11. Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-Hour refresher Training  
OSHA's Hazardous Waste Operations and Emergency Response rule at 29 CFR 1910.120 regulates cleanup sites, TSDs, and emergency responders. Sections 1910.120 (e) and (p) require workers engaged in hazardous waste operations and workers at TSDs to receive at least eight hours of refresher training annually. Emergency responders must receive annual training of sufficient duration and content to maintain their competencies. This eight-hour webcast is presented in two sessions, four hours each, over two consecutive days. Course topics include how to assess the risk of chemical releases, employee safety, environmental monitoring with direct reading instruments, and incident control and management. This webcast meets your refresher training requirements.
12. Environmental Audits  
Anyone responsible for conducting audits or preparing facilities to be audited will benefit from this class. You will learn how to assess compliance with federal, state, and local requirements, how to organize the audit process and prepare an effective audit report, and what to do with the results. This class also addresses the auditor's responsibilities, the facility's responsibilities, and how to monitor corrective action.
13. Environmental, Health, and Safety Laws and Regulations  
Whatever your responsibilities within your organization, you need to know which laws and regulations apply to your facility in order to help remain in compliance. In this class you will learn how to determine which laws and regulations apply to your facility, procedures for attaining and maintaining compliance, training and recordkeeping requirements, and which of your activities require permits. Environmental Resource Center's common sense approach to compliance with environmental, health, and safety laws and regulations and ISO 14000 standards will arm you with practical steps and procedures to assist you as you carry out your responsibilities.
14. OSHA 10-hour Compliance Course  
Learn how to implement the Occupational Safety and Health Act in your workplace in this interactive course presented by OSHA-authorized instructors. Gain a thorough understanding of general industry safety and health standards, how to avoid OSHA fines, protect your employees from dangerous working conditions, develop and implement an effective safety program, and lower your worker's compensation costs. After course completion, you will receive a certificate issued by OSHA.
15. OSHA Hazard Communication Training for Trainers  
At this class you will learn OSHA's requirements for hazard communication training, including who must be trained, what must be covered, and how to train your facility's workers. You will discuss OSHA's requirements for hazard determination, material safety data sheets, and labels. The written hazard communication program, employee information and recordkeeping requirements are also covered.

## WEBCASTS

### 16. How to Transport Dangerous Goods by Road Within Europe

If you ship dangerous goods within Europe by ground you must comply with ADR (Accord European Relatif au Transport International des Marchandises Dangereuses par Route) requirements for those shipments.

### 17. Biennial Reporting

If you are a large quantity generator of hazardous waste, EPA requires you to submit a report every even-numbered year which describes your activities during the preceding year. This biennial report is also applicable to any hazardous waste generator if more than 1 kilogram of acute hazardous waste, or more than 100 kilograms of acute spill residue, is generated in any calendar month. The biennial report is due by March 1 of every even-numbered year. Many states are more stringent than EPA, making this an annual requirement. Learn how to complete your biennial and annual reports including where to look for data on your wastes, what wastes must be counted, and which hazardous wastes need not be reported on your report (EPA Form 8700-13). You'll also learn how to fill the report attachments.

### 18. How to Ship Consumer Commodities and Limited Quantities

Consumer commodities (ORM-D) and limited quantities are subject to somewhat less stringent regulations than other hazardous materials. However, this does not mean that DOT doesn't regulate them. Moreover, when you ship them by air, they are subject to more stringent regulations established by IATA and ICAO. Employees that perform pre-transportation functions (including filling, marking, and labeling packages), or transportation functions (including loading or unloading) are required to be properly trained in the DOT regulations. In this two-hour webcast, you will learn how to prepare consumer commodities and limited quantities for ground and air transportation.

### 19. DOT Hazardous Materials Training: The Complete Course

Learn how to classify, package, mark, label, document and ship hazardous materials in accordance with the latest DOT regulations. This interactive course meets your DOT 49 CFR 172.104 (c)(2) initial training and testing requirements.

### 20. DOT Hazardous Materials Update

This four-hour course is the perfect way to meet your DOT 49 CFR 172.704(c)(2) recurrent training and testing requirements. You will learn how to classify, package, mark, label, document, and ship hazardous materials in accordance with DOT regulations. You will also learn how to comply with the new requirements that have been enacted over the past year.

### 21. Environmental Regulations

This five-hour course is designed to provide a broad understanding of major U.S. environmental laws and regulations. You will learn how to determine which laws and regulations apply to your facility and how to maintain compliance. Major emphasis is placed on the statutes that affect most facilities, including the Clean Air Act, Clean Water Act, RCRA, CERCLA, EPCRA, and TSCA. Recordkeeping, reporting, and training requirements are also covered.

### 22. Environmental Audits

Anyone responsible for conducting audits or preparing facilities to be audited will benefit from this class. You will learn how to assess compliance with federal, state, and local requirements, how to organize the audit process and prepare an effective audit report, and what to do with the results. This class also addresses the auditor's responsibilities, the facility's responsibilities, and how to monitor corrective action.

### 23. Hazardous Materials Security

DOT has established stringent hazmat security requirements to enhance the security of hazardous materials transportation. This requires most hazmat employers to provide security training to their employees as part of their regular hazmat training. At this two-hour webcast you will learn how to recognize the hazardous material security vulnerabilities at your site and how to develop and implement an effective security plan. It is designed to meet your mandatory hazmat security awareness training requirements.

### 24. 8-Hour Hazardous Waste Operations and Emergency Response (HAZWOPER) Refresher Webcast

OSHA's Hazardous Waste Operations and Emergency Response rule at 29 CFR 1910.120 regulates cleanup sites, TSDs, and emergency responders. Sections 1910.120 (e) and (p) require workers engaged in hazardous waste operations and workers at TSDs to receive at least eight hours of refresher training annually. Emergency responders must receive annual training of sufficient duration and content to maintain their competencies. This eight-hour webcast is presented in two sessions, four hours each, over two consecutive days. Course topics include how to assess the risk of chemical releases, employee safety, environmental monitoring with direct reading instruments, and incident control and management. This webcast meets your refresher training requirements.

### 25. Transportation of Dangerous Goods: Compliance with IATA Regulations

This course will provide you with an in-depth look and practical experience in the domestic and international regulations governing the transportation of dangerous goods by air. You will learn how to determine which materials are classified as dangerous goods, how to select and prepare packages, how to mark and label packages, as well as how to prepare Consumer commodities, excepted quantities, and limited quantities for transport by air. You will also learn how to prepare the IATA Shipper's Declaration for Dangerous Goods and airway bill. This course gives you the tools you need to comply with the international regulations within the guidelines of the DOT Hazardous Materials Regulations and how to avoid rejected shipments and FAA fines. This course meets your initial and recurrent training requirements.

### 26. IATA Dangerous Goods Update

This five-hour course will prepare you to ship dangerous goods by air in accordance with the International Air Transport Association's Dangerous Goods Regulations. Topics include how to determine which materials are regulated, how to package dangerous goods for air transportation, special requirements for consumer commodities, and marking and labeling requirements. You will also learn how to use the international regulations within the guidelines of the DOT Hazardous Materials Regulations. IATA requires initial training and recurrent training every two years. This course meets both training requirements.

### 27. Incident Command System

The Incident Command System (ICS) is the model for command, control, and coordination (C3) of an emergency response and provides a way to coordinate efforts of individual agencies as they work to stabilize an incident and protect life, property, and the environment. OSHA 29 CFR 1910.120; EPA 311; NFPA standards 471, 472, and 473; and DOT/Federal Emergency Management Agency (FEMA) Guidelines for Public Sector Hazardous Materials Training refer to the need for ICS training. In this five-hour webcast you will learn the procedures for a safe and effective emergency response. The course covers ICS organization, ICS assignments, incident resource management, and HAZWOPER Incident Command.

### 28. Transportation of Infectious Substances by Ground and Air

Shipments of infectious substances by ground and air are rarely covered in general DOT and IATA training classes because the requirements for shipping infectious substances are unique. This five-hour course will guide you through these highly specific requirements. You will learn how to classify

infectious substances into different risk groups or categories; how to select and prepare the triple packaging systems appropriate for your infectious substance; how to mark, label, and document infectious substances for shipment by ground or by air; and how to comply with new regulations concerning shipments of infectious substances under the IATA Dangerous Goods Regulations.

#### 29. International Maritime Dangerous Goods (IMDG) Code

In this five-hour course you will learn how to prepare dangerous goods for shipment by vessel using the International Maritime Organization's IMDG Code. Using the IMDG Dangerous Goods List, you will learn how to classify, package, mark, label, and placard dangerous goods for vessel shipment. You will also learn the unique requirements for flammables, how to identify marine pollutants, and how to prepare transport documents. Per competent authority reference, IMO requires initial training and recurrent training every three years in the U.S. This course meets both initial and recurrent training requirements.

#### 30. Hazardous Waste Land Disposal Restrictions

Unless you've studied the complex land disposal regulations in depth, there is a high probability that you might not be making the proper land disposal notice or certification. Even if you completely rely on your TSD to complete your notifications/certifications, it is still your responsibility. Errors made result in RCRA penalties that are assessed to the generator. This webcast reviews the intricate LDR regulations in an easy-to-understand format. Our step by step procedures help you determine to whom and what the land disposal restriction regulations apply; which treatment, storage, disposal, and dilution prohibitions apply to your waste; wastewater and nonwastewater treatment standards outlined in the regulations for your waste; soil and debris alternative standards; and recordkeeping and documentation requirements.

#### 31. Hazardous Waste Manifesting

Did you know that if you sign a manifest you are required to have DOT training? When you sign hazardous waste manifests, you make a declaration that the shipment has been offered correctly. Avoid costly mistakes by learning the proper way to prepare and maintain your manifest, and prevent the most common problem: an inaccurate DOT basic description. During this webcast you will learn which manifest to use for hazardous waste, universal waste, used oil, precious metals, and recyclable wastes. You will also learn how to determine the DOT basic description, exception reports, discrepancy reports, and emergency response information. In addition, special designations for hazardous substances (RQs), generic shipping names, marine pollutants, and inhalation hazards will be discussed.

#### 32. Hazardous Waste Management Webcast

In this interactive course with a live instructor, you will gain the knowledge you need to manage hazardous waste in accordance with the latest regulatory requirements. While meeting your 40 CFR 265.16 training requirements, you will learn how to properly classify and accumulate hazardous waste, how to ensure your waste containers meet EPA and DOT requirements, how to avoid hazardous waste manifest errors, and how you must prepare and respond to emergencies.

#### 33. Hazardous Waste Management Annual Update

This four-hour course is the perfect way to meet your RCRA 40 CFR 265.16 annual refresher training requirement. In addition to gaining insight on recent changes in the regulations, you will learn how to determine which wastes are hazardous, how to properly accumulate waste on-site, how to prepare hazardous waste for off-site shipment, emergency response and reporting procedures, and how to prepare hazardous waste manifests and land disposal notices.

34. How to Comply with Emergency Release and Notification Requirements (SARA, Sections 302–312)  
Learn what is covered by the Emergency Planning and Community Right-to-Know Act at this four-hour webcast. Topics include how to identify and accurately report OSHA hazardous chemicals, CERCLA hazardous substances, and extremely hazardous substances at your facility. You will also learn how to determine whether the Tier II inventory reporting requirements apply to your site and how to complete the form. To help your reporting go smoothly, you will learn how to calculate inventory amounts of liquids, gases, and mixtures using the latest guidance from EPA.
35. Toxic Chemical Release Inventory (Form R) Reporting Requirements (SARA Section 313)  
At this four-hour webcast you will learn the latest changes to the Section 313 requirements, including the threshold requirements for PBT chemicals and lead. You will also learn how to determine if you must complete the Form R and whether you qualify for any Section 313 exemptions, how to complete and document your 313 threshold determination, and how to identify release sources at your facility. Join us from your desk and let us help you complete your Form R report and avoid common errors.
36. Safety Regulations  
This five-hour course is designed to give you an overview of the critical OSHA general industry regulations and help you determine which standards apply to your facility. Course topics include hazard communication, PPE, confined space, process safety management, and HAZWOPER. Recordkeeping, reporting, and training requirements are also covered.
37. Storm Water Regulations  
Learn how to comply with the industrial and construction storm water management regulations at this five-hour webcast. In addition to receiving an overview of storm water regulations, you will learn how to obtain a permit for storm water discharges, which permits are available to you, how to develop an effective SWPPP for your facility, and how to develop and implement an effective sampling plan.
38. OSHA Hazard Communications Standard  
At this four-hour course you will learn OSHA's requirements for hazard determination, material safety data sheets, and labels. The written hazard communication program, employee information, and recordkeeping requirements are also covered.
39. Used Oil and Special Waste  
Although they are subject to the Resource Conservation and Recovery Act, used oil, precious metals, lead acid batteries, and hazardous waste fuels have somewhat relaxed requirements. Learn how to manage these wastes properly and understand how they can become fully regulated hazardous wastes if they are mishandled.
40. Universal Waste Management  
Does your facility generate any waste batteries, light bulbs, mercury-containing equipment, or pesticides? All personnel who handle these wastes must be trained to manage them in compliance with the regulations and know what to do in an emergency. Moreover, many states classify additional wastes as universal wastes, such as paint, electronic waste, antifreeze, aerosol cans, CRTs, etc. In this two-hour webcast you will learn how to classify, store, and prepare universal waste for off-site shipment and how to respond to releases. You will also learn about the new EPA universal waste regulations for mercury-containing devices.
41. REACH, WEE, and RoHS: How European Environmental Initiatives Impact U.S. Companies  
U.S. companies that export products to Europe are finding that they must comply with a myriad of regulations that are significantly different and more stringent than U.S. regulations. Worldwide, many countries, as well as California, have adopted regulations that parallel the European regulations. Learn about the major European environmental regulations, how they impact your business, and steps to take to ensure compliance.

#### 42. Climate Change: What Every Environmental Manager Should Know

Climate change legislation is inevitable. Congressmen are lining up in support of an ever growing number of bills to address growing public concern on climate change. More than half the U.S. states have not waited for Congress to act and have taken their own actions. No U.S. company will be unaffected by the current and proposed legislation. In this program, you will learn about the latest legislative initiatives to address climate change, methods to inventory your greenhouse gases, how to determine your “carbon footprint,” together with solutions you can put into action now.

#### 43. TSCA Import Requirements

TSCA Section 13 requires that any chemical substance, mixture, or article containing a chemical substance or mixture be refused entry into the customs territory of the United States if it fails to comply with any TSCA rule in effect or is offered for entry in violation of TSCA Section 5, 6, or 7. EPA requires importers to “certify” that their imported chemical substances or mixtures are either in compliance with TSCA Sections 5, 6, and 7 at the time of import or that they are not subject to TSCA. In this session, you will learn how to determine if your imports are subject to TSCA and your reporting certification obligations.

#### 44. TSCA Requirements for Fluorescent Light Ballasts

If you have fluorescent lamp fixtures containing ballasts manufactured before January 1, 1979, the ballasts will most likely contain PCBs. These ballasts are subject to TSCA storage and disposal requirements. In this webcast, you will learn the various classifications that apply to PCB ballasts, how to accumulate them on-site, prepare them for off-site shipment, and properly dispose of them.

#### 45. TSCA Pre-Manufacture Notices and Updates

Under EPA’s New Chemicals Program, anyone who plans to manufacture or import a new chemical substance for a non-exempt commercial purpose is required to provide the EPA with a Pre-Manufacture Notice (PMN). EPA’s Inventory Report Rule requires chemical manufacturers and importers to update TSCA inventory data with the EPA every four years (soon to be five years) using a Form U. The report must include the identity of, and certain manufacturing information for, organic chemical substances manufactured or imported annually in quantities of 25,000 pounds or more. In this webcast, you’ll learn how to identify which of your substances are subject to and which are exempt from PMNs, how to develop successful PMNs, and how to complete the Form U.

#### 46. How to Ship Batteries by Ground and Air

If you ship batteries by ground or air, you must comply with DOT or IATA regulations for how the batteries are packaged, marked, labeled, and transported. The rules apply not only to batteries, but also to equipment or vehicles that contain batteries. Virtually all types of batteries are regulated, including lithium, lead-acid, nickel cadmium, and metal hydride, alkaline. All personnel involved in the packaging, marking, labeling, or shipment of batteries must receive initial training, followed up by recurrent training every three years for ground shipments and every two years for air shipments.

In this course, you will learn the regulations that apply to the types of batteries you ship, how to package them, when the packages must be drop-tested, the recent changes in the package marks, shipping papers, and emergency contact requirements.

## CCR Registration

Not to be used as certifications and representations. See [ORCA](#) for official certification.

**Registration Status:** Active in CCR; Registration valid until 04/05/2012.

**DUNS:** 101914273

**DUNS PLUS4:**

**CAGE/NCAGE:** OFXY5

**Legal Business Name:** ENVIRONMENTAL RESOURCE CENTER, INC.

**Doing Business As (DBA):**

**TIN/EIN:** 521215051

**SSN:**

**Division Name:**

**Division Number:**

**Company URL:** <http://www.ercweb.com>

**Physical Street Address 1:** 101 CENTER POINTE DR

**Physical Street Address 2:**

**Physical City:** CARY

**Physical State:** NC

**Physical Foreign Province:**

**Physical Zip/Postal Code:** 27513-5706

**Physical Country:** USA

**Mailing Name:** ENVIRONMENTAL RESOURCE CENTER INC.

**Mailing Street Address 1:** 101 CENTER POINTE DRIVE

**Mailing Street Address 2:**

**Mailing City:** CARY

**Mailing State:** NC

**Mailing Foreign Province:**

**Mailing Zip/Postal Code:** 27513-5706

**Mailing Country:** USA

**Business Start Date:** 02/01/1981

**Delinquent Federal Debt:** No

**Fiscal Year End Date:** 12/31

**Number of Employees for This Location:** 19

**Number of Employees for All Affiliates:** 19

**Annual Receipts for This Location:** \$3,000,000

**Annual Receipts for All Affiliates:** \$3,000,000

**Company Security Level:**

**Highest Employee Security Level:**

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**DUN & BRADSTREET LINKAGE**

This information comes from Dun & Bradstreet and is not editable by CCR users.

You may contact D&B Customer Service at 1-866-705-5711 (U.S. only) or [govt@dnb.com](mailto:govt@dnb.com) (US and International) to verify your company name, physical address, or parent information in their system.

**DUNS:** 101914273

**Linkage Info Date:**

<p><b>Headquarters Parent POC</b></p> <p><b>DUNS:</b></p> <p><b>Name:</b></p> <p><b>Address:</b></p> <p><b>City:</b></p> <p><b>State:</b></p> <p><b>Zip/Postal Code:</b></p> <p><b>Country:</b></p> <p><b>Phone:</b></p>	<p><b>Global Ultimate POC</b></p> <p><b>DUNS:</b></p> <p><b>Name:</b></p> <p><b>Address:</b></p> <p><b>City:</b></p> <p><b>State:</b></p> <p><b>Zip/Postal Code:</b></p> <p><b>Country:</b></p>
<p><b>Domestic Ultimate POC</b></p> <p><b>DUNS:</b></p> <p><b>Name:</b></p> <p><b>Address:</b></p> <p><b>City:</b></p> <p><b>State:</b></p> <p><b>Foreign Province:</b></p> <p><b>Zip/Postal Code:</b></p> <p><b>Country:</b></p>	

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## CORPORATE INFORMATION

### Type of Organization

Corporate Entity, Not Federal Tax Exempt  
(State of Incorporation is MD)

### Business Types/Grants

VN - Contracts  
2X - For-Profit Organization

## DISASTER RESPONSE INFORMATION

### Bonding Levels

**Construction Bonding Level, Per Contract (dollars):**

**Construction Bonding Level, Aggregate (dollars):**

**Service Bonding Level, Per Contract (dollars):**

**Service Bonding Level, Aggregate (dollars):**

**Geographic Areas Served**

No geographic areas specified

**GOODS / SERVICES****North American Industry Classification System (NAICS)**

541620 - Environmental Consulting Services

**Product Service Codes (PSC)**

AT86 - R&D-TRANS OF HAZARD MAT-MGMT S  
 B510 - STUDY/ENVIRONMENTAL ASSESSMENT  
 R425 - PROF SVCS/ENGINEERING TECHNICA  
 R510 - STUDY/ENVIRONMENTAL ASSESSMENT  
 R511 - STUDY/ENVIRONMENTAL BASELINE  
 R512 - STUDY/ENVIRONMENTAL IMPACT  
 U010 - CERT & ACCREDIATIONS FOR EDUCA  
 U099 - OTHER ED & TRNG SVCS

**Federal Supply Classification (FSC)**

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**SMALL BUSINESS TYPES**

SDB, 8A and HubZone certifications come from the Small Business Administration and are not editable by CCR vendors.

**Business Types Expiration Date**

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**North American Industry Classification System (NAICS)**

The small business size status is derived from the receipts, number of employees, assets, barrels of oil, and/or megawatt hours entered by the vendor during the registration process.

<b>NAICS Code</b>	<b>Description</b>	<b>Small Business</b>	<b>Emerging Small Business</b>
541620	Environmental Consulting Services	Yes	No

**FINANCIAL INFORMATION****Electronic Funds Transfer (EFT)**

**Financial Institution:** FIRST CITIZENS BANK & TRUST CO

**ABA Routing Number:** 053100300

**Account Number:** 8171205120

**Account Type:** Checking

**Lockbox Number:**

**Authorization Date:** 03/31/2011

**Automated Clearing House (ACH)**

**U.S. Phone:** 919-755-2609

**Non-U.S. Phone:** 518-271-0323

**Fax:** 919-755-7001

**Email Address:** fmmail@ix.netcom.com

**Remittance Information****Accounts Receivable POC**

**Name:** ENVIRONMENTAL RESOURCE CENTER  
**Address Line 1:** 101 CENTER POINTE DRIVE  
**Address Line 2:**  
**City:** CARY  
**State:** NC  
**Foreign Province:**  
**Zip/Postal Code:** 27513  
**Country:** USA

**Name:** LESLIE SNELL  
**Email Address:** lsnell@ercweb.com  
**U.S. Phone:** 919-469-1585 Ext.238  
**Non-U.S. Phone:**  
**Fax:** 919-342-0807

**Accepts credit cards as a method of payment:** Yes

---

#### CCR POINTS OF CONTACT

##### CCR Primary POC (Registrant Name)

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**Foreign Province:**  
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**Country:** USA  
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**Fax:** 919-342-0807

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##### Electronic Business Alternate POC

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**Address Line 2:**  
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**State:** NC  
**Foreign Province:**  
**Zip/Postal Code:** 27513  
**Country:** USA  
**U.S. Phone:** 919-469-1585 Ext.238  
**Non-U.S. Phone:**  
**Fax:** 919-342-0807

**Name:** AMY KNIGHT  
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**Address Line 2:**  
**City:** CARY  
**State:** NC  
**Foreign Province:**  
**Zip/Postal Code:** 27513  
**Country:** USA  
**U.S. Phone:** 919-469-1585 Ext.224  
**Non-U.S. Phone:**  
**Fax:** 919-342-0807

**Previous Business Name**  
**Name:**  
**Address Line 1:**  
**Address Line 2:**  
**City:**  
**State:**  
**Foreign Province:**  
**Zip/Postal Code:**  
**Country:**

**Government Parent**  
**Name:**  
**Address Line 1:**  
**Address Line 2:**  
**City:**  
**State:**  
**Foreign Province:**  
**Zip/Postal Code:**  
**Country:**

**Corporate POC**  
**Name:**  
**Email Address:**  
**U.S. Phone:**  
**Non-U.S. Phone:**  
**Fax:**

**Marketing Partner Identification Number (MPIN)**  
**MPIN:** ERCINC198

#### EDI

**Value Added Network:**  
**Interchange ID (ISA) Qualifier:**  
**Interchange Sender ID (ISA) Qualifier:**  
**Functional Group (GS02) Identifier:**

**EDI POC**  
**Name:**  
**Email Address:**  
**U.S. Phone:**  
**Non-U.S. Phone:**  
**Fax:**

Receive Remittance Advice Notices (820's) through their VAN provider: ---

