Environmental Resource Center Contract Price Lists

Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is: GSA Advantage.gov.

Multiple Award Schedule

Federal Supply Group: Professional Services

Contract Number: GS-10F-0346X


Environmental Resource Center
101 Center Pointe Drive
Cary, NC 27513
Phone: 919-469-1585
Toll Free: 800-537-2372
Fax: 919-342-0807
www.ercweb.com
Small Business

Contractor Contact Administrator
Amy Knight-Zurbuch
Email: alknight@ercweb.com
Phone: 919-469-1585 ext. 224
Toll Free: 800-537-2372 ext. 224

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Price list current as of Modification #PA-0021 effective February 16, 2021.
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1a: Table of Awarded Special Item Numbers

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<thead>
<tr>
<th>SINs</th>
<th>SIN Title</th>
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<tr>
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<td>Professional and Management Development Training</td>
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<td>Order-Level Materials (OLMs)</td>
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1b: Price List

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<th>SIN</th>
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<td>8-Hour Hazardous Waste Operations and Emergency Response (HAZWOPER) Refresher Webcast</td>
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* 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.
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, 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 Annual Update and Refresher
   This course is the perfect way to meet both your RCRA 40 CFR 265.16, 262.16 and 262.17 annual training and DOT 49 CFR 172.704 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.

   This course is the perfect way to meet both your California Title 22 hazardous waste and DOT 49 CFR 172.704 (c)(2) hazardous material recurrent training requirements. During this one-day class you will learn the important concepts and procedures required for compliance with hazardous waste (DTSC/EPA/RCRA) and hazardous materials transport (DOT/HMTA) 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.

7. 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.

8. 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.

9. DOT/IATA: Transportation of Hazardous Materials by Ground and Air
   The Department of Transportation (49 CFR 172.704) and the International Air Transport Association (IATA DGR 1.5) make training mandatory for almost anyone who handles hazardous materials or dangerous goods, regardless of the amount. Employees who select or fill packages, label containers, complete shipping papers, load or unload vehicles,
transload hazardous materials, or operate vehicles used in the transport of hazardous materials or dangerous goods must be trained and tested. Course topics include how to classify and prepare hazardous materials/dangerous goods for shipment; essential steps for compliance with DOT and IATA regulations; excepted quantities and limited quantities; how to prepare shipping papers; how to load, unload, and placard; and safety and security.

10. Transportation of Dangerous Goods: Compliance with IATA Regulations

Gain an in-depth understanding of the regulations for the transportation of dangerous goods by air domestically and internationally, including the regulatory changes that have occurred in the past two years. Learn how to use the international regulations (International Air Transport Association—IATA Dangerous Goods Regulations) and extra requirements mandated by DOT (49 CFR 171 Subpart C). You will participate in hands-on exercises that will give you the opportunity to practice preparing dangerous goods for shipment using the Dangerous Goods Regulations (DGR) and will have opportunities to ask questions throughout the course. Course topics include how to classify and prepare shipments of dangerous goods, state and operator variations, how to use the List of Dangerous Goods, and how to prepare the Shipper’s Declaration for Dangerous Goods.

11. 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.


Any employees that respond to releases or potential releases of hazardous substances for the purpose of stopping the release must be trained to the HAZWOPER technician level. They must receive at least 24 hours of training that covers key topics that will ensure that they respond to hazardous substance releases safely and properly. Satisfy your training requirements with this comprehensive class that provides in-depth instruction on how to respond to emergencies in accordance with OSHA’s requirements. Topics include hazard recognition, risk assessment, use of field survey equipment, spill control and containment, PPE, emergency planning and organization, Incident Command System, decontamination, and incident termination procedures. You put your training to work during a hands-on simulated spill response.

13. Hazardous Waste Operations and Emergency Response (HAZWOPER) 40–Hour 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 receive 40 hours of initial classroom instruction. Topics in this course include site characterization, safety and health program requirements, waste handling, handling drums and containers, decontamination, hazardous substance and radiological terms and behavior, work environment hazards, and confined space entry. You will have the opportunity to apply your training during a hands-on simulated incident response.
14. Hazardous Waste Operations and Emergency Response (HAZWOPER) 8–Hour Refresher Training
OSHAs Hazardous Waste Operations and Emergency Response rule at 29 CFR 1910.120 regulates cleanup sites, TSDs and emergency responders. Workers engaged in hazardous waste operations and workers at TSDs are required 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 refresher course satisfies the annual training requirement and will provide you with the “refresher” you need to be fully ready to respond when needed. Course topics include how to assess the risk of chemical releases, employee safety, environmental monitoring with direct reading instruments, and incident control and management.

15. OSHA 10–Hour Compliance Course
Learn how to assure the health and safety of your employees while complying with OSHA regulations. In this session, you will learn how determine which rules apply to your operations, what steps must be taken to comply, as well as what documentation and training are required to comply with each standard. The training focuses on OSHA’s general industry safety and health standards, including an introduction to OSHA, walking and working surfaces, emergency action and fire prevention plans, electrical, personal protective equipment, hazard communication, hazardous materials, materials handling, machine guarding, industrial hygiene, bloodborne pathogens, ergonomics, safety and health programs, and fall protection. Our instructors are OSHA–authorized, and students receive OSHA course completion cards.

Webcasts
16. 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, 262.16 and 262.17 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.

17. Hazardous Waste Management Annual Update
This four–hour course is the perfect way to meet your RCRA 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.

18. Hazardous Waste Management in California
If your facility generates hazardous waste, you must comply not only with the California hazardous waste regulations, but also with federal regulations that have not yet been incorporated into the DTSC rules. Learn how to determine which wastes are classified as EPA and California hazardous waste, how to properly manage your wastes at accumulation points and satellite accumulation points, and recent changes in the hazardous waste regulations that can affect your facility’s hazardous waste management program.
19. Advanced Hazardous Waste Management
   If you have had previous RCRA training, you are ready to go beyond the basics and delve into EPA’s interpretations on the most daunting gray areas of hazardous waste management. Learn which wastes are exempt from hazardous waste requirements and gain a better understanding of handling episodic generation, importing and exporting hazardous waste, and minimizing waste generation.

20. 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 172.704(c)(1) initial training and testing requirements.

21. 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.

22. 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.

23. 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, 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.

   If you ship hazardous materials/dangerous goods by ground and air, this course is an ideal way to meet both your Department of Transportation (49 CFR 172.704) and the International Air Transport Association (IATA DGR 1.5) training requirements. Employees who select or fill packages, label containers, complete shipping papers, or load or unload vehicles used in the transport of hazardous materials or dangerous goods must be trained and tested in accordance with the DOT Hazardous Materials Regulations and the IATA Dangerous Goods Regulations.
25. 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.

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.

27. How to Ship Batteries by Ground and Air
If you ship batteries by ground or air, you must comply with very detailed DOT and IATA regulations regarding how batteries are classified, packaged, marked, labeled, transported, and identified on shipping papers. The rules apply not only to batteries, but also to equipment containing batteries and batteries packed with equipment. Virtually all types of batteries are regulated, including lithium, lead–acid, nickel cadmium, metal hydride, and alkaline. All personnel involved in the classification, packaging, marking, labeling, or shipment of fully regulated batteries must receive initial and recurrent transportation training. This live, interactive webcast will satisfy your mandatory general awareness, function–specific, safety, and security training requirements for battery shipments.

28. 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. At this 4-hour webcast you will learn how to use the 2-volume ADR European Agreement Concerning the International Transport of Dangerous Goods by Road; how to classify, describe, package, mark, label, placard, and document shipments of dangerous goods by ground within Europe; and the differences between the ADR regulations and the DOT, IATA, and IMO regulations.

29. SARA Title III—Form R
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.

30. SARA Title III—How to Comply with Emergency Release and Notification Requirements
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.

31. 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.

32. 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.

33. 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.

34. 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 TSDF 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.

35. EPA’s New Electronic Hazardous Waste Manifest
EPA is preparing to implement a new electronic hazardous waste manifest. When adopted, waste generators, transporters, brokers, and emergency responders will face new challenges. In this session, you will learn EPA’s timetable, who will be responsible for manifest content, what new information will be required, how the manifest will be signed, what information will be available to the public and emergency responders, how state-only hazardous waste and PCBs will be identified, impacts on waste imports and exports, how corrections to waste quantities and shipping descriptions will be identified, and the anticipated user fees.
36. 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.

37. 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.

38. 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.

39. EPA’s New Exclusions for Solvent Recycling and Hazardous Secondary Materials
EPA’s new final rule on the definition of solid waste creates new opportunities for waste recycling outside the scope of the full hazardous waste regulations. This rule streamlines the regulatory burden for wastes that are legitimately recycled. Learn about the exclusion from the definition of solid waste for high-value solvents and the revision of the existing hazardous secondary material recycling exclusion and how they apply to your facility.

40. Hazardous Waste Generator Improvement Rule
In the first major modification to the hazardous waste regulations in over 10 years, EPA modified and reorganized the hazardous waste generator rule. The rule provides greater flexibility in how hazardous waste is managed and closes important gaps in the regulations. In this webcast you will learn the new requirements for documenting hazardous waste determinations; how to take advantage of the episodic generation exclusion to avoid reclassification to a larger generator status; definitions of important new terms; and how to mark containers, tanks, and containment buildings with new information required at central accumulation areas and satellites.

41. Solvent Wipe Rule
EPA’s solvent-contaminated wipe rule provides significant new exclusions for shop towels and wipes, provided you manage them correctly. In this webcast, you will learn what kind of
wipes the exclusions apply to, which solvents can be on the towels, how to store the towels and wipes on-site, as well as requirements for testing, shipping, labeling, and documentation. Attend this webcast and get the facts you need to comply with the new rule.

42. EPA’s Proposed New Standards for Hazardous Waste Pharmaceuticals

EPA has proposed new flexible rules at 40 CFR 266 Subpart P for the management of hazardous waste pharmaceuticals by healthcare facilities, long-term care facilities, pharmacies, retail stores, and reverse distributors. The rule is projected to prevent the flushing of more than 6,400 tons of hazardous waste pharmaceuticals annually. At this session, you will learn the difference between creditable, non-creditable, and evaluated pharmaceuticals; how the new rule will impact your hazardous waste generator status; requirements for on-site storage; waste container management and labeling; accumulation time limits; sewer disposal prohibition; and authorized disposal and other management options.

43. EPA’s Revised Underground Storage Tank Regulations

EPA has revised the federal Underground Storage Tank (UST) regulations for all facilities—including those with emergency generator tanks. The new regulations are the first major revisions to the federal UST regulations published in 1988. The new rules require the use of equipment to reduce releases to the environment, as well as detect releases should they occur. Attend Environmental Resource Center’s live, 90-minute webcast to learn how to meet the UST requirements that impact your site.

44. 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.

45. 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.

46. 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.

47. 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. Workers engaged in hazardous
waste operations and workers at TSDs are required 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.

48. How to Implement OSHA’s Globally Harmonized Hazard Communication Standard
OSHA has finalized changes in the Hazard Communication Standard to align with the Globally Harmonized System (GHS) for the Classification and Labeling of Hazardous Chemicals. This means that virtually every chemical label, Safety Data Sheet, and written hazard communication plan must be revised to meet the new standard and worker training must be updated. Attend this live, interactive webcast to learn how to implement the GHS changes into your hazard communication program and meet the deadlines for implementation.

49. How to Author GHS Safety Data Sheets
OSHA has adopted the new Globally Harmonized System (GHS) for the Classification and Labeling of Hazardous Chemicals. A cornerstone of GHS is the adoption of a completely revised Safety Data Sheet. In this webcast, you will learn not only the differences between the MSDS and SDS and how to author SDSs that meet the latest OSHA standards, you will also learn how to classify your products according to the 28 GHS hazard classes and 88 categories, what must be entered in each section of the SDS, essential references you can use to locate data for each section of the SDS, and how to handle trade secrets.

50. How to Label Hazardous Chemicals Using OSHA’s New GHS Hazard Communication Standard
Workplace hazard communication labels are being reinvented with OSHA’s adoption of the GHS standards for labeling hazardous chemicals. In this interactive webcast, you will learn the difference between workplace and supplier labels; what signal words, hazard statements, precautionary statements, and pictograms must be on your labels; and essential references you can use to locate required label information.

51. OSHA 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.
**Labor Category 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**

- Bachelor’s 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

• Bachelor’s 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

- Bachelor’s 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
• Bachelor’s 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 SPECIALIST
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. Oversees writing, editing, design, and printing of all editorial documents, including books, presentations, handouts, calendars, brochures, newsletters, etc.

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
• 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
• Bachelor’s degree
• One to three years experience
• Knowledge of 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 make physical and software network connections: computers, servers, power supplies, backup 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
• Needs to have an eye for design and ability to handle multiple tasks at once
• 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
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
• One year experience
• Ability to maintain good working relationships with management, coworkers, clients, and vendors
• Excellent written and verbal communication skills
2. Maximum order: $1,000,000
3. Minimum order: $100
4. Geographic Coverage: Domestic Only
5. Points of Production:
   Environmental Resource Center
   101 Center Pointe Drive
   Cary, NC 27513
6. Discount from list prices or statement of net price. Government Net Prices (discounts already deducted.)
7. Quantity Discounts: For seminars and webcasts, register 2 at full price and receive a 50% discount for each additional registration. Some restrictions apply.
8. Prompt payment terms: Net 30. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
9. Foreign items (list items by country of origin). Not Applicable
10a. Time of delivery: Contact Contractor
10b. Expedited Delivery: Contact Contractor
10c. Overnight and 2-day delivery: Contact Contractor
10d. Urgent Requirements: Contact Contractor
11. F.O.B. point(s): Destination
12a. Ordering address(es):
   Environmental Resource Center
   101 Center Pointe Drive
   Cary, NC 27513
12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
13. Payment address(es):
   Environmental Resource Center
   101 Center Pointe Drive
   Cary, NC 27513
14. Warranty provision: Standard Commercial Warranty Terms & Conditions
15. Export packing charges, if applicable: Not Applicable
16. Terms and conditions of rental, maintenance, and repair (if applicable): Not Applicable
17. Terms and conditions of installation (if applicable): Not Applicable
18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): Not Applicable
18b. Terms and conditions for any other services (if applicable): Not Applicable
19. List of service and distribution points (if applicable): Not Applicable

20. List of participating dealers (if applicable): Not Applicable

21. Preventive maintenance (if applicable): Not Applicable

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Environmental Resource Center has solar panels on its office building.

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov: Not Applicable

23. Unique Entity Identifier (UEI) Number: 101914273

24. Environmental Resource Center has an accurate and current registration in SAM (expiration date – September 23, 2021).