



Environmental Training Resources Catalog

National Environmental Training Center for Small Communities A Program of the National Environmental Services Center



<<NETCSC_MISSION>>

The National Environmental Training Center for Small Communities (NETCSC) improves the public health and environmental conditions of the nation's small communities by providing training and training-related information and referral services in the areas of wastewater, drinking water, and solid waste.

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INTRODUCTION

Welcome to the National Environmental Training Center for Small Communities' (NETCSC's) Environmental Training Resources Catalog. In this catalog you will find abstracts about training-related materials for use by environmental trainers, assistance providers, and other professionals who educate small communities on environmental issues.

This catalog is divided into seven main sections: Emergency Preparedness and Security (EP&S), Environmental Management (applicable to wastewater, drinking water, and solid waste), Drinking Water and Wastewater, Wastewater, Drinking Water, Solid Waste, and Training and Adult Education.

To make it easier for users to identify appropriate products for their training and educational programs, each section is broken down and products are listed as **Training Packages**, **Training Aids**, and **Training-Related Information**.

Training Packages typically contain material developed for both the learner and the instructor. Trainers can use a package "as is" or with modification. **Training Aids**, on the other hand, are not "stand alone" training programs, but may be used to develop, update, or enrich other training materials and programs. **Training-Related Information** provides supplemental information about environmental training, and educational issues.

For more information about the availability of training materials, call NETCSC at (800) 624-8301 or (304) 293-4191, and ask to speak with a training specialist. The specialist can provide further information about these resources as well as other available materials.

Free items are available in limited quantities. Prices may change without prior notification. Please call NETCSC before ordering to verify prices and make sure you take advantage of our 10% coupon provided on the order form for your first purchase. For your convenience, this catalog is also available on our web site at www.netc.wvu.edu.

All orders from outside the U.S. (excluding Canada) must be prepaid. All payments must be in U.S. dollars using VISA, MasterCard, Discover, check, or money order. Make checks payable to **West Virginia University Research Corporation**. Shipping charges are calculated by weight and apply to all orders. These charges will be invoiced with your order. Orders may also be placed by e-mail at netc_orders@mail.nesc.wvu.edu

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NATIONAL ENVIRONMENTAL TRAINING CENTER FOR SMALL COMMUNITIES (NETCSC)

A PROGRAM OF THE NATIONAL ENVIRONMENTAL SERVICES CENTER

Many small communities benefit from NETCSC's services. These communities benefit through the efforts of technical assistance providers, trainers, local decision-makers, operations personnel, regulatory officials, environmental consultants, and others who use NETCSC's products and services in their work. Please contact us if you would like to improve public health and environmental management in smaller communities by accessing any of the services described below (1-800-624-8301).

***E-train*, the newsletter for Environmental Educators and Small Communities**—Environmental educators and small community personnel receive updated information on environmental management and training through NETCSC's regular newsletter, *E-train*. *E-train* covers environmental and educational news, and issues associated with small community public health and environmental management. Feature stories focus on major problems and issues facing smaller communities, regulations and mandates, and educational programs and efforts targeted to assist smaller communities in improving their management of water, wastewater, and solid waste issues. *E-train* also provides news and information on training resources, NETCSC products, exemplary training programs, and educational opportunities in the areas of drinking water, wastewater, and solid waste. If you would like a free subscription to *E-train*, please call 1-800-624-8301 and ask to be added to our subscriber list.

Assistance Services—Environmental professionals, local decision-makers, and others who work in and with small communities benefit from a variety of NETCSC assistance services. The assistance provided is designed to help smaller communities improve their drinking water, wastewater and solid waste services. You can access these services in a variety of ways, including NETCSC's toll free telephone hotline (1-800-624-8301), its worldwide web site (www.netc.wvu.edu), presentations and visits by NETCSC staff, and NETCSC's products and publications. The assistance provided comes in several major forms.

Educational Materials—Environmental educators and others working in small communities may benefit from over 40 environmental training packages developed by NETCSC. These training packages are available for purchase and use, and are included in the pages that follow along with training aids and other kinds of training related information. NETCSC's training packages are designed to assist small community personnel and those who develop and deliver environmental training and educational programs for smaller communities. They may be adapted to meet the particular needs of the audiences being served. NETCSC also develops and disseminates training aids and training related information pertinent to small community environmental management. These resources—like NETCSC's training packages—assist small communities in making cost-effective and environmentally sound public health decisions.

Studies and Articles—Decision-makers, trainers, and assistance providers benefit from NETCSC studies and analyses that address issues of concern relating to small community environmental management and training. The analyses provided may take a variety of forms, including, training needs analyses, analyses of current training programs and activities, and assessments of the impacts of changing regulatory requirements and policies on educational programs and activities.

Tailored Assistance—Educational professionals and small community personnel may contact NETCSC for tailored assistance in addressing their own particular small community environmental, training, and public health needs. NETCSC staff may assist by providing information and products from NETCSC's environmental education clearinghouse, locating needed training activities and materials, referring people to other organizations and professionals, providing assistance in training program design, development, and delivery, and by developing and delivering educational programs.

Training Deliveries – Environmental educators and small community personnel benefit from NETCSC's training and educational programs. These programs come in two major forms, both of which are evaluated regularly to enable continuing improvements.

The National Environmental Training Institute—Each year, NETCSC conducts training and educational programs under the auspices of its Environmental Training Institute for Small Communities. The Institute has traditionally been a multi-day event offered in Morgantown, West Virginia, and it is targeted toward environmental professionals and educators who work in and with small communities. The Institute program consists of a range of training offerings relating to small community environmental management, and includes courses for both beginners and experienced professionals.

Tailored Environmental Training Programs—Small communities and groups that assist them may also benefit from tailored training programs developed and delivered by NETCSC. Offered throughout the country, these programs are typically conducted in cooperation with partnering organizations. They draw on NETCSC's training materials and expertise, and result in training deliveries that meet specified customer needs. If you have a need for tailored training relating to local environmental management, please contact NETCSC and ask for a Training Specialist.

Curriculum Development—NETCSC develops training packages to help small communities address wastewater, drinking water, solid waste, and environmental management and training issues. While most of NETCSC's curriculum development efforts result in new training products that are made available on a widespread basis, NETCSC is also available to assist you in developing training materials that meet your particular needs. Just call 1-800-624-8301 and ask to speak with a training specialist.

NETCSC provides these services to improve the public health and environmental conditions of the nation's small communities. More intensive services for particular communities, organizations, or individuals may require cost-sharing arrangements. Please contact us if we can be of assistance at 1-800-624-8301.

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Product title

Onsite Wastewater Training Directory*

Organization that developed product

National Environmental Training Center for Small Communities

Product description

This directory provides information about onsite wastewater treatment training centers and programs in the U.S. It contains contact information for each of the centers and programs, as well as information about the courses offered, fee structures, audiences served, and the types of onsite treatment technologies used at each training center.

TRBLGN18/Booklet, 30 pages - 2002\$4.35

Item number

Type of product

Number of pages

Year

Price

***Distributed by the National Small Flows Clearinghouse
+Distributed by the National Drinking Water Clearinghouse**

National Environmental Training Center for Small Communities

NEW > Denotes New Product for 2005-2006 Catalog

HOW_TO_ORDER



To order any of the products you see in this catalog, simply fill out an order form (found on pages 40 and 42) and use one of the following numbers to reach us. Thank you for your order!

FAX: (304) 293-3161

PHONE: (800) 624-8301 or (304) 293-4191

E-MAIL: netc_orders@mail.nesc.wvu.edu

MAIL: National Environmental Training Center for Small Communities
West Virginia University
P.O. Box 6064
Morgantown, WV 26506-6064

EMERGENCY PREPAREDNESS AND SECURITY (EP&S)

Training Packages

ASSET: Automated Security Survey and Evaluation Tool

New England Water Works Association

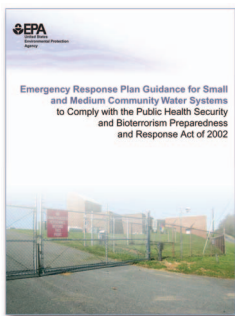
This CD-ROM is a self-guided vulnerability assessment tool that was designed to help small to medium sized water systems conduct vulnerability assessments of their systems as required by the Public Health Security and Bioterrorism Preparedness and Response Act of 2002. This software will also help users to improve the security and preparedness of their system to deal with a range of threats including vandalism, power outages, and disgruntled customers.

The ASSET program is an interactive step-by-step approach to vulnerability assessment. The CD-ROM includes directions on how to use the software and directions from the U.S. Environmental Protection Agency on how to complete a vulnerability assessment. The user must complete each section in order to proceed to the next section.

Major sections include: introduction, general information, mission objectives, determining critical system components, threat assessment, physical security and existing countermeasures, risk analysis, prioritized plan for risk reduction, and final report.

Please note that this CD-ROM is being distributed in cooperation with the New England Water Works Association (NEWWA), and the names and contact information of those who order it will be provided to NEWWA for their records.

TRSWCD58/CD-ROM – 2003..... \$3.00



Emergency Response Plan Guidelines for Small and Medium Community Water Systems

U.S. Environmental Protection Agency

This Environmental Protection Agency (EPA) guidance document is designed to assist small and

medium-sized community water systems in complying with the 2002 Bioterrorism Act. Specifically, it provides a model Environmental Response Plan (ERP) in a suggested format as well as pertinent information to include in your community's ERP. EPA notes that this document is only guidance, and that a different ERP may be mandated by individual states or be preferred by the individual utility.

TRBLGN26/Booklet, 38 pages – 2004..... \$8.00

Emergency Response Planning Resources for Small Water and Wastewater Utilities < NEW

National Environmental Training Center for Small Communities

This document provides a list of emergency planning resources that will help small utilities, community leaders, and technical assistance providers to update, create, or improve emergency response plans (ERPs) as required by the "Public Health Security and Bioterrorism Preparedness and Response Act of 2002." It identifies and describes a variety of ERP templates, guidance documents, training resources, Freedom of Information Act resources, general emergency response planning resources, and combined water/wastewater utility resources that small utilities will find helpful.

TRBLGN25/Booklet, 13 pages – 2004..... \$3.00

Large Water System Emergency Response Plan Outline: Guidance to Assist Community Water Systems in Complying with the Public Health Security and Bioterrorism Preparedness and Response Act of 2002 < NEW

U.S. Environmental Protection Agency

This document provides guidance and recommendations to aid facilities in the preparation of Emergency Response Plans required under the Public Health Security and Bioterrorism and Response Act. The Bioterrorism Act requires drinking water utilities to identify plans, procedures, and equipment that can be implemented or utilized in the event of a terrorist or intentional attack, or that can obviate or significantly lessen the impact of a terrorist or other intentional attack, on the utility. The Bioterrorism Act also calls for coordination with Local Emergency Planning Committees. These issues are addressed in this document.

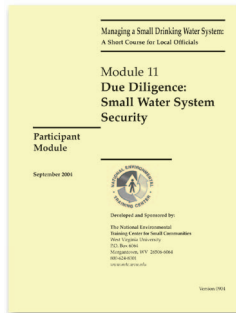
TRFSGN30/Booklet, 6 pages – 2003..... \$1.75

Addendum to the Instructions to Assist Community Water Systems in Complying with the Public Health Security and Bioterrorism Preparedness and Response Act < NEW

U.S. Environmental Protection Agency

Developed by the U.S. Environmental Protection Agency (EPA) Office of Water, this document describes what a community water system must do to comply with the Act, deadlines based on system size, how to submit the package to EPA, and whom to contact for more information. This is an addendum document to EPA's original guidance document, "Guidance to Assist Community Water Systems in Complying with the Public Health Security and Bioterrorism Preparedness and Response Act of 2002."

TRBLGN23/Booklet, 6 pages – 2003..... \$1.20



Managing a Small Drinking Water System: Module 11— Due Diligence: Small Water System Security

A new module in NETCSC's training curriculum "Managing A Small Drinking Water System: A Short Course for Local Officials"

The National Environmental Training Center for Small Communities (NETCSC) has developed this training module to aid local officials in their new leadership role in protecting community water utilities and public health from security and other threats. The module proposes guidelines for addressing new regulations and securing local water systems. These guidelines include: (1) identifying and understanding water system threats; (2) complying with local, state, and federal laws; (3) assessing vulnerabilities and securing the water system; (4) being prepared to respond and recover from emergencies; and (5) knowing administrative responsibilities and providing leadership. The module provides information about security breaches and other manmade and natural threats to the utility; new regulations; procedures and tools to identify and prioritize vulnerabilities, secure the system, and prepare for emergencies; and policies, programs, and ordinances to put into place. This product may be ordered by telephone at (800) 624-8301 or (304) 293-4191, by fax at (304) 293-3161, or by e-mail at netc_orders@mail.estd.wvu.edu.

TRPMCD62..... **\$32.00**

Preparing for the Unexpected: Security for Small Water Systems – Participant Module

*National Environmental Training Center
for Small Communities*

This manual provides information about conducting security vulnerability assessments, identifying security measures to address vulnerabilities, and implementing emergency response plans. It can be used as a basis for training courses or as a reference.

The course manual is specifically designed to help communities conduct vulnerability assessments and improve security and emergency preparedness and response capabilities. It addresses the unique security needs of small water systems, a wide range of potential security breaches and threats (including terrorist and intentional acts, as well as natural disasters and unintentional incidents and accidents), and administrative responsibilities of small system personnel and small community officials with authority for the drinking water system.

Major sections of the manual include:

1. Preparing for the Unexpected: A Public Health Imperative
2. Regulations for Water System Security and Preparedness
3. Emergency Response Planning

4. Assessing Water System Vulnerabilities
5. Identifying Security Measures to Address Vulnerabilities
6. Basic Security Measures for Small Water Systems
7. Administrative Issues: Policies, Legal Issues, and Finances

The manual also includes extensive appendices with vulnerability assessment instruments, references, and a bibliography.

"Preparing for the Unexpected: Security for Small Water Systems" is available in hard copy (a three-ring binder participant manual) or on a CD-ROM. Users may want to purchase the hard copy manual and the PowerPoint slides for their own reference and use, and the CD-ROM to enable them to use the manual in providing training and technical assistance to others at minimal cost.

The CD-ROM contains the entire content of the participant manual in PDF format and it may be used to reproduce hard copies for training and technical assistance purposes with NETCSC's written permission. With the purchase of the CD-ROM, users will receive written permission to reproduce 50 hard copies of the manual for training and technical assistance purposes. NETCSC expects to grant permission to customers who would like to reproduce additional copies upon receipt of a brief written request describing their use of the materials for non-profit training and technical assistance purposes.

TRTPCD55/Complete Package, print version – 2003.. **\$75.10**

TRPMCD56/Participant Module, print version only,
217 pages..... **\$39.80**

TRPMCD59/CD-ROM, Participant Module,
electronic version **\$35.20**

TRTPCD60/PowerPoint® Presentation **\$12.50**

Preparing for the Unexpected: Security for Small Water Systems – Update Packet

This packet is designed to update the current Preparing for the Unexpected: Security for Small Water Systems curriculum. The curriculum includes all relevant supporting resources that were available at the time of its last update in May 2003. The current update consists of relevant EPA guidance, tools, and templates that have been published since May 2003. These new resources are compiled in a booklet that can accompany the larger curriculum package.

One of the new supporting resources is the Addendum to the Instructions to Assist Community Water Systems in Complying with the Public Health Security and Bio-terrorism Preparedness and Response Act of 2002 developed by the EPA.

TRPMCD57/Update Packet, print version **\$14.40**

TRPMCD63/CD-ROM..... **\$10.00**

Protecting Your Community's Assets: A Guide for Small Wastewater Systems

National Environmental Training Center for Small Communities

Wastewater treatment systems protect a community's public health and the environment. Because they represent a sizable community investment, it is important to secure and protect wastewater system assets.

This guide is designed to help small community representatives inventory their assets, assess threats, and identify vulnerable components of their wastewater systems using a vulnerability assessment checklist. It also provides a worksheet to help communities prioritize actions to address the vulnerabilities they identify. Vulnerabilities include anything that could damage the system or affect its ability to provide adequate service and/or safeguard the community's public health, economic assets, and environment.

The guide includes four major sections: a wastewater system asset inventory, a threat assessment checklist, a vulnerability assessment checklist, and a worksheet for prioritizing appropriate corrective actions. It also includes appendices designed to assist communities in developing an emergency contact list and use an incident reporting form. The guide is available at no charge (except for shipping and handling fees) while supplies last.

TRBKMG03/Workbook, 97 pages – 2003..... \$15.00

TRCDMG05/CD-ROM \$10.00

Response Tools." Please note that only the Overview is offered as a NETCSC product.

TRBLGN24/Booklet, 16 pages – 2003..... \$3.10

Security and Emergency Planning Resources for Small Water and Wastewater Systems

National Environmental Training Center for Small Communities

This document provides a list of 14 security resources that are available to small water and wastewater systems. It is intended to help small utilities, community leaders, and technical support personnel assess and address utility vulnerabilities and update, create, or improve emergency response plans.

Resources are divided into three categories: drinking water utility resources, wastewater systems resources, and water/wastewater resources. Each resource's description includes the title, a brief abstract, and information on how to obtain the resource.

TRBLGN22/Booklet, 8 pages – 2003 \$1.60



Ten Steps to Maintain Critical Wastewater Services and Protect Public Health in an Emergency

< NEW

National Environmental Services Center

The "top ten" poster, developed by NESC and a panel of national experts, is designed as a tool for use by local officials and wastewater treatment operators to improve security and emergency preparedness in their communities. Included on the poster are ten pocket cards for use as an emergency contact list. Printable versions of the poster and pocket cards are available for downloading.

PROJ8010 /Poster – 2006..... \$0.00

Use of the Drinking Water State Revolving Fund (DWSRF) to Implement Security Measures at Public Water Systems

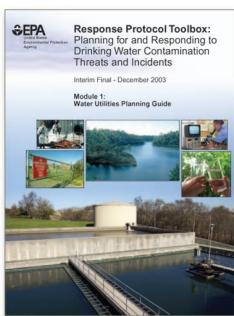
< NEW

U.S. Environmental Protection Agency

The U.S. Environmental Protection Agency's Office of Water developed this fact sheet (November 2001) to explain the types of projects and security measures that may be funded through the DWSRF Program.

TRFSGN01/Booklet, 4 pages – 2001 \$0.80

NEW >



Response Protocol Toolbox: Planning for and Responding to Drinking Water Contamination Threats and Incidents

U.S. Environmental Protection Agency

The U.S. Environmental Protection Agency (EPA) developed this toolbox is designed to help the water

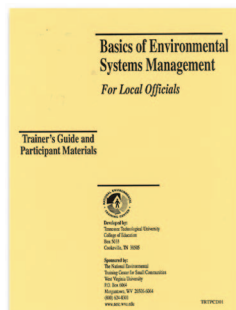
sector effectively and appropriately respond to intentional contamination threats and incidents. Organized in modular format, the toolbox can be of value to drinking water utilities, laboratories, emergency responders, state drinking water programs, technical assistance providers, public health and law enforcement officials. The modules include:

- Overview
- Water Utility Planning Guide,
- Threat Management Guide,
- Site Characterization and Sampling Guide,
- Analytical Guide,
- Public Health Response Guide, and
- Remediation and Recovery Guide.

All modules can be obtained in PDF format at EPA's Water Infrastructure Security Web site (www.epa.gov/safewater/security) under "Emergency

ENVIRONMENTAL MANAGEMENT

Training Packages



Basics of Environmental Systems Management for Local Officials

Tennessee Technological University; University of Tennessee-Knoxville; Wood, Sandusky, Ottawa, and Seneca Counties Community Action Commission, Inc.; Great Lakes Rural Community Assistance Program; The Institute for Local Government, Administration, and Rural

Development, Ohio University; and The Ohio State University Extension Service. Sponsored by the National Environmental Training Center for Small Communities

This training package may be used to introduce local officials to small community drinking water, wastewater, and solid waste systems. It covers physical and chemical processes, regulations, and treatment and disposal options for environmental systems. The package also contains information to help with long-term planning and to help ensure the long-term health of the community. It addresses drinking water quality and quantity, regulations, treatment, and distribution; wastewater generation, collection, facility siting, mechanical treatment processes, low technology treatment, and regulations; solid waste generation, storage, collection, landfill siting, and recycling; and decision making and citizen involvement techniques.

The package includes a trainer's guide and 16 participant booklets that can serve as handouts for local officials. The trainer's guide focuses on drinking water, wastewater, solid waste, and decision making. The guide also covers adult education, effective presentations, program measurement and evaluation, and marketing strategies. Each chapter has learning objectives, content descriptions, a materials list, activities, time estimates, and overhead masters. The individually bound booklets are designed for local officials who attend the training sessions. The booklets summarize the information in the trainer's guide.

TRTPCD01/Training package (Instructor's guide, 382 pages; 16 Participant booklets; 182 Overhead masters) – 1995 \$113.10

TRBLCD02/16 Participant booklets, 153 pages (bound) – 1995 \$36.40

TRBLCD03/16 Participant booklets, 153 pages (Loose masters for duplication) – 1995..... \$28.60

TRSWCD36/Training manual, CD-ROM – 1999 \$2.50

Managing Your Utility's Money

U.S. Environmental Protection Agency and the University of Tennessee Municipal Technical Advisory Service

Developed for local officials, these workshop materials provide financial management and user fee training to improve the financial health of water and wastewater treatment operations. The instructor's guide helps trainers give one-day workshops to local officials on managing their utilities' money. It contains instructor's notes, worksheets, checklists, examples, and 74 figures that may be used as overhead masters. The participant's manual contains information that local officials can use to develop a financial management plan for their utilities. Course objectives, checklists, worksheets, and examples are included.

TRBKFNO3/Training package (Instructor's guide, participant's manual, and overhead transparency masters, 155 pages) – 1991 \$0.00

TRBKFNO2/Participant's manual, 78 pages – 1991 \$0.00

Working Effectively in Small Communities on Environmental Projects

Midwest Assistance Program, Inc., and University of Northern Iowa. Sponsored by the National Environmental Training Center for Small Communities

This package was developed to encourage successful relationships between consulting engineers and small community personnel. The curriculum contains four modules that address the social, political, and economic challenges facing small communities; win-win strategies for managing an environmental project; alternative technologies appropriate for small communities and their advantages and disadvantages; potential funding sources for environmental projects; and strategies for budgeting, rate setting, and maintaining project viability.

The instructor's guide contains lesson plans, time estimates, transparency masters, and suggested dialogue. Instructional methods include lecture, case studies, brainstorming sessions, games, icebreakers, and other activities. The participant's manual contains information and resources helpful to engineers who work with small communities.

TRTPCD04/Training package (Trainer's Guide, 312 pages; Participant's Materials, 164 pages; Overheads and Slides, 11 pages) – 1994 \$79.30

Understanding Small Community Dynamics: For Regulatory Officials

Larry Parker and Associates; Vista Consulting; sponsored by the National Environmental Training Center for Small Communities

The social and economic factors that influence small community decision making and financial management options for wastewater, drinking water, and solid waste services are discussed in this package. Included is information about institutional and political structures, decision-making processes, and financial management.

TRTPCD20/Training package (Instructor's Guide and Participant Materials, 271 pages; 83 slides) – 1994 \$96.20

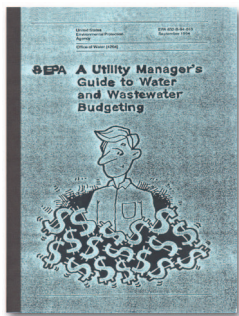
Training Aids

Alternative Financing Mechanisms for Environmental Programs+

U.S. Environmental Protection Agency

Local officials, planners, managers, state officials, finance officers, and the general public can use this comprehensive report about alternative financing mechanisms (AFMs) as an informative resource in assessing their financial needs and choosing which mechanism will meet their needs. The report outlines the financing challenge and a range of AFMs (funding options, such as fees, bonds, loans, grants, partnerships, economic incentives, taxes, etc.) at the state and local level without advocating the use of any specific type. Principal features of AFMs, relative advantages and disadvantages of each, and administrative considerations are a few of the key issues discussed.

FDBKFN12/Book, 203 pages – 1992..... \$0.00



A Utility Manager's Guide to Water and Wastewater Budgeting+

U.S. Environmental Protection Agency

This user-friendly booklet for local officials, managers, the general public, planners, and financial officers presents financial concepts that are helpful to water or waste-

water utility managers when developing their annual budget. Offered are sources of possible revenue, expenses to consider, suggestions about gaining public support, and examples to assist with developing revenue and expense trends information.

FDBLFN13/Booklet, 21 pages – 1994..... \$0.00

Beyond SRF: A Workbook for Financing CCMP Implementation*

U.S. Environmental Protection Agency

This book introduces state, tribal, and local officials to potential approaches for financing various aspects of coastal protection other than State Revolving Funds (SRF). The book focuses explicitly on financing actions developed under the National Estuary Program (NEP), including developing Comprehensive Conservation and Management Plans (CCMP). It is designed as a workbook: each chapter is followed by a series of worksheets presenting simplified decision trees and checklists to summarize the text. The purpose of the workbook is to describe key decision points in the public financing process, highlighting critical issues likely to affect market access and the cost of borrowing funds; identify techniques to mitigate potential impacts; identify approaches for obtaining private funding for CCMP-type environmental infrastructure; and describe approaches for implementing and funding growth management, conservation, and restoration measures.

FMBKFN22/Book, 68 pages – 1996..... \$0.00

Financing Models for Environmental Protection: Helping Communities Meet Their Environmental Goals*

U.S. Environmental Protection Agency

This casebook provides an array of financing models that can serve as prototypes for local governments in planning and implementing environmental programs, and it showcases the successes of the EPA's Public-Private Partnerships (P3) Demonstration Program. It offers case studies, contacts, and references from EPA's P3 demonstration projects, and other sources to guide communities in meeting their environmental needs.

FMBKFN18/Book, 97 pages – 1992..... \$0.00

Pollution Prevention for Vermont's Dairy Manufacturing Facilities

Vermont Department of Environmental Conservation

Developed to provide training to dairy manufacturing plant employees, this video defines pollution prevention, provides reasons why it is important to comply with pollution prevention programs, and gives examples of how employees can reduce or minimize wastes.

TRVTOM06/Video, 8 minutes – 1997..... \$10.00

Protect Your Groundwater: Educating for Action+

League of Women Voters of the United States

This 64-page book describes in detail the implementation of a groundwater awareness program as an effective prevention tool a community can undertake in order to safeguard groundwater supplies. It introduces the potential threats to groundwater supplies, the types of aquifers, and the laws behind groundwater protection. The book addresses the necessary steps a community should take, such as identifying the issue, setting the goals, working with other organizations, getting organized, choosing a format, setting up a budget, and being persistent. Examples and case studies are included, as well as contact information for organizations and sources of various publications.

DWBKPE66/Book, 64 pages – 1994..... \$0.00

Public/Private Partnerships for Environmental Facilities: A Self-Help Guide for Local Governments

U.S. Environmental Protection Agency

This document was developed to help local officials establish public/private partnerships for their environmental services. It includes information about financing, procurement, service agreements, and potential contacts. It also provides an action checklist on how to build a partnership. Several short case studies are included.

TRBKPP01/Book, 14 pages – 1991..... \$0.00

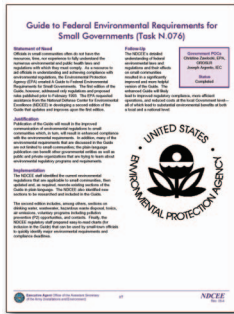
Training-Related Information

Final Report: Training Needs Assessment

National Environmental Training Center for Small Communities

This document reports the results of the national training needs assessment (TNA) conducted by NETCSC in 1993. The assessment identifies priority environmental training needs of local officials, consulting engineers, regulatory officials, operators/maintainers, and assistance providers/trainers serving small communities. NETCSC's EPA Advisory Council and its National Advisory Council provided input. Demographic data, ranking and prioritizing of training needs, primary and secondary training needs, and an analysis of survey responses are included. A description of how the TNA was conducted is provided. Conclusions and NETCSC recommendations for training curriculum development and enhancement are provided in the final section of this report.

TRBKG02/Booklet, 54 pages – 1994 \$11.80



Guide to Federal Environmental Requirements for Small Governments

U.S. Environmental Protection Agency

This reference handbook familiarizes local officials with environmental regulations that may apply to their jurisdictions. Based on EPA

requirements in place in 1992, this guide addresses mandated requirements and voluntary programs for drinking water, wastewater, waste, toxins, and air. Each section includes background for the requirement, community implications, timetables, monitoring requirements, and actions communities should be taking. It also includes a resource section that lists state and federal contacts for all environmental agencies.

TRBKR01/Book, 112 pages – 1993 \$21.75

Small Community Characteristics and Human Resources Affecting Environmental Management: Building the Capacity of Small Communities Through Training

National Environmental Training Center for Small Communities

This study examines the characteristics of small communities to understand the challenges they face when dealing with environmental services and human resources. It examines the nature of small communities, their environmental problems, the challenges they face in meeting regulatory requirements, and human resources capabilities in environmental management.

TRBLGN03/Booklet, 38 pages – 1993 \$7.50

DRINKING WATER AND WASTEWATER

Training Packages

Chlorine Residual

Linn-Benton Community College. Sponsored by the National Environmental Training Center for Small Communities

This course is designed to train drinking water and wastewater operators and maintainers about laboratory procedures for chlorine. Upon completion, participants should be able to:

- Define chlorine demand, chlorine dosage, and chlorine residual.
- Give the chemical equations for the reactions between water and chlorine gas, water and sodium hypochlorite, and water and calcium hypochlorite.
- Provide the chemical formula for the dissociation of hypochlorous acid.
- Know how to perform the DPD (N1N-Diethyl-phenylenediamine) Color Comparative Method, the Colorimetric Method, and the DPD-FAS (ferrous ammonium sulfate) Titration Method.

The instructor's guide contains a lesson description, estimated presentation time, presentation suggestions, learning objectives, a multiple-choice final quiz, and slides with written narrative. The participant's manual has learning objectives, a glossary of relevant terms, and a discussion of the major topics and procedures.

TRTEP06/Training package (Instructor's guide, 12 pages; Participant's manual, 12 pages; 44 Slides) – 1995 \$55.00

Training Aids

Emergency Response Planning Resources for Small Water and Wastewater Utilities NEW

National Environmental Training Center for Small Communities

See **EP&S** Section, page 9, for more information.

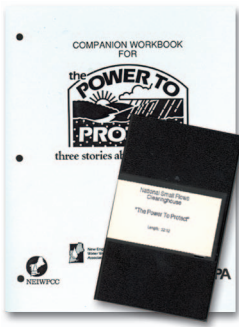
TRBLGN25/Booklet, 13 pages – 2004 \$3.00

Practical Personnel Management for Small Systems+

Ellen G. Miller, Ellen Miller Group, Lenexa, Kansas

This book developed for supervisors, city councils and boards, and employers may serve as a guide for hiring and managing water and wastewater utility personnel. Some of the topics include employee roles, legal issues while handling employees, basics of personnel management, hiring process, and supervisory skills. The book is written in an easy-to-read format with illustrations and real life problems and solutions.

DWBKMG15/Book, 108 pages – 1995 \$0.00



The Power to Protect: Three Stories about Groundwater

New England Water Works Association, Massachusetts Audubon Society, Association Industries of Massachusetts, and New England Interstate Water Pollution Control Commission. Sponsored by U.S. Environmental Protection Agency

This video and workbook may be used to help communities begin groundwater protection programs. Three case studies presented in the video show how local officials, industry, neighboring communities, and the public have worked together to solve such water supply problems as pesticides in private wells, aquifer contamination, and supplying water to other cities. The workbook covers ways to start a groundwater protection program, building a constituency, finding water sources, looking for potential contaminants, assessing risks, paying for the program, and choosing a consultant. Appendices provide state regulations on wellhead delineation, the managing of wellhead protection areas, references, and groundwater contacts.

TRVTGN16/Video, 32 minutes – 1990 \$39.85

Water Conservation: Managing Our Precious Liquid Asset*

Shoreland Best Management Practices, Minnesota Arrowhead Water Quality Team and the Minnesota Extension Service, University of Minnesota

Developed for the general public, contractors/developers, local officials, and state officials, this video highlights the importance of water conservation and illustrates practical ways to save water. Discussions include the typical value of residential water usage; home water conservation devices; various water conservation management practices; how to install low-flow fixtures in a new bathroom, and how to retrofit existing bathroom fixtures; and how a septic tank works (graphically depicted).

TRVTPE17/Video, 21 minutes – 1996 \$13.50

Training-Related Information

Operator Training Opportunities

California State University, Sacramento

Developed for those who want to learn to operate and maintain water and wastewater facilities, this booklet provides information about training programs that were developed by the U.S. EPA and are offered through California State University, Sacramento. The booklet describes the training programs, explains how to order the manuals and courses, and lists prices.

TRBLGN04/Booklet, 21 pages – 1996 \$0.00

WASTEWATER

Training Packages

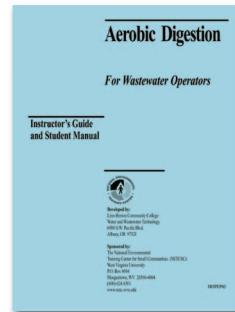
Activated Sludge

Linn-Benton Community College. Sponsored by the National Environmental Training Center for Small Communities

This package is designed to train operators and maintainers of wastewater treatment plants about the operation of the activated sludge secondary treatment process. It covers the components of the activated sludge system, the variables that affect the operation, bacteria and organisms involved, the oxidation pressures that affect sludge quality, and calculating detention times for different kinds of operations.

The instructor's guide contains lesson descriptions, learning objectives, estimated presentation times, slides with written narrative, a multiple-choice final quiz, and calculations. The participant's manual contains a discussion of the activated sludge process, learning objectives, a glossary of relevant terms, calculations, practice questions, and a final quiz.

TRTPEP01/Training package (Instructor's guide, 24 pages; Participant's manual, 53 pages; 97 Slides) – 1995 ... \$120.00



Aerobic Digestion

Linn-Benton Community College. Sponsored by the National Environmental Training Center for Small Communities

This course is designed to train operators and maintainers of wastewater plants about operating an aerobic digester. The course explains what aerobic digestion is, how it is applied, and where it fits in the activated sludge treatment plant. Other topics covered include decanting, the criteria that affect the performance of the digester, the effect of temperature and air on digestion, and laboratory tests.

The instructor's guide contains a lesson description, learning objectives, estimated presentation times, slides with written narrative, a worksheet with answers, and a multiple-choice final quiz. The participant's manual contains a discussion of aerobic digestion, learning objectives, a glossary of relevant terms, a worksheet, practice questions, and a final quiz.

TRTPEP02/Training package (Instructor's guide, 14 pages; Participant's manual, 11 pages; 56 Slides) – 1995 ... \$110.00

Anaerobic Digestion

Linn-Benton Community College. Sponsored by the National Environmental Training Center for Small Communities

This package is designed to train wastewater treatment plant operators and maintainers about the operation of anaerobic digestion. The course explains the process components of anaerobic digester hardware, troubleshooting operations and safety procedures surrounding the digester, and proper lab-testing techniques.

The instructor's guide includes a lesson description, learning objectives, estimated presentation times, slides with written narrative, worksheets, calculations, and a multiple-choice final quiz. The participant's manual contains a discussion of anaerobic sludge digestion, learning objectives, references, a glossary of relevant terms, and worksheets. Illustrations and charts offer information on anaerobic digestion. An operations checklist is provided to help operators schedule maintenance. Two appendices contain sample calculations used in digester control and charts with answers to common troubleshooting problems.

TRTPEP03/Training package (Instructor's guide, 28 pages; Participant's manual, 61 pages; 88 Slides) – 1995 ... \$110.00

Assessing Wastewater Options for Small Communities

The Assessing Wastewater Options for Small Communities curriculum help local officials evaluate their community's current and future wastewater treatment needs and implement appropriate solutions. Topics include: introduction to wastewater, facility development, viability and assessment of a treatment system, regulatory requirements, selecting and working with consulting engineers, selecting wastewater technologies, project financing, and project commitment.

The appendices contain overhead masters, system assessment instruments, information on wastewater technologies, plus additional resources. The overhead masters also are available in a Microsoft PowerPoint presentation. The presentation is available in electronic form on a 3.5 inch floppy diskette in both PC and MAC formats.

This curriculum is also available on CD-ROM. The CD-ROM contains the complete training package in PDF format.

TRTPCD06/Complete Package – 1999..... \$102.70

TRTGCD33/Instructor's guide, 203 pages, 100 Overhead masters – 1999..... \$58.50

TRPMCD34/Participant's manual, 223 pages – 1999 . \$59.80

TRSWCD35/IBM format, Microsoft Word PowerPoint® Presentation – 1999..... \$10.00

TRSWCD37/MAC format, Microsoft Word PowerPoint® Presentation – 1999..... \$10.00

TRTPCD54 Complete Package on CD-ROM - 2003 ... \$37.60

Centrifuge Test

Linn-Benton Community College. Sponsored by the National Environmental Training Center for Small Communities

This course is designed to train wastewater operators and maintainers about the purpose and use of a centrifuge test in the activated sludge process. The instructor's guide contains a lesson description, learning objectives, estimated presentation times, presentation suggestions, slides with written narrative, a multiple-choice final quiz, and overhead masters of the compaction curve and centrifuge tube. The participant's manual contains a discussion of the centrifuge test, learning objectives, a glossary, illustrations and graphs, an equipment resource list, and references.

TRTPEP05/Training package (Instructor's guide, 14 pages; Participant's manual, 10 pages; 42 Slides; 2 Overhead masters) – 1995..... \$60.00

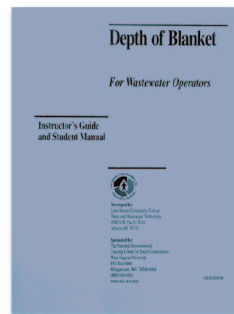
Concepts of Biological Treatment

Linn-Benton Community College. Sponsored by National Environmental Training Center for Small Communities

Designed to train operators and maintainers of biological wastewater treatment plants, this package provides information about the types of microorganisms and bacteria found in a treatment plant. The structure, size, and shape of the bacteria; the growth curve for bacterial population; and formulas for aerobic and anaerobic respiration are explained.

The instructor's guide contains lesson descriptions, estimated presentation times, learning objectives, slides with written narrative, three multiple-choice worksheets with answers, and a final quiz. The participant's manual contains a discussion of biological treatment, learning objectives, three multiple-choice worksheets, and a glossary.

TRTPEP04/Training package (Instructor's guide, 26 pages; Participant's manual, 33 pages; 93 Slides) – 1995 ... \$117.00



Depth of Blanket

Linn-Benton Community College. Sponsored by National Environmental Training Center for Small Communities

This course is designed to train wastewater operators and maintainers about the methods of locating the top of the sludge blanket in clarifiers or gravity thickeners. It

provides information about the location recommended for depth of blanket (DOB) measurement in circular and rectangular clarifiers, the major purpose of the blanket finder and core sampler measurement, and the procedure for using a sightglass blanket finder and a core sampler.

The instructor's guide contains a lesson description, learning objectives, estimated presentation times, slides with written narrative, and a multiple-choice final quiz with answers. The participant's manual contains a discussion of

DOB, procedures on how to find DOB, learning objectives, illustrations, a glossary, a resource list, and references.

TRTPEP09/Training package (Instructor's guide, 10 pages; Participant's manual, 14 pages; 67 Slides) – 1995 \$90.00

Fecal Coliform–Membrane Filtration Procedure

Linn-Benton Community College. Sponsored by the National Environmental Training Center for Small Communities

The course is designed to help wastewater operators and maintainers learn about fecal coliform and its use as indicator organisms in the membrane filtration procedure. It covers the time and temperature required for the fecal coliform incubation, effective pore size for the membrane filter, dechlorinating a wastewater effluent sample, positive and negative controls, and the optimum number and allowable range for colonies on a petri dish.

The instructor's guide contains a lesson description, estimated presentation times, presentation suggestions, learning objectives, slides with written narrative, and a multiple-choice final quiz with answers. The participant's manual includes learning objectives, a glossary, step-by-step instructions for performing a fecal coliform test, formulas needed for the test, and sample equations. An appendix contains calculations to determine fecal coliform counts.

TRTPEP11/Training package (Instructor's guide, 15 pages; Participant's manual, 14 pages; 44 Slides) – 1995 \$95.00

Industrial Pretreatment and Hazardous Material Recognition for Small Communities

Environmental Training Consultants, Inc. Sponsored by the National Environmental Training Center for Small Communities

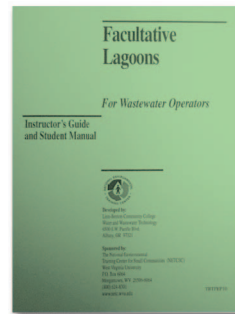
This curriculum covers the skills needed to keep hazardous materials from entering the community wastewater collection system in order to minimize the impact on treatment plant operation, sludge quality, and the health and safety of public workers. It also addresses regulatory requirements for hazardous material discharges; common hazardous materials that could impact wastewater system performance and/or personnel safety and health; site inspection procedures to identify discharges in need of regulatory correction; and corrective actions to reduce and/or eliminate negative impacts of hazardous materials.

The instructor's guide contains the materials in the student manual plus module summaries; instructional plans; guided questions and notes for discussion; and overhead masters. The participant's manual contains case studies, sample letters, inspection forms, a glossary, and an overview of federal pretreatment regulations.

TRTPCD16/Training package (Trainer's guide, 304 pages, 99 Overhead masters; Participant's manual, 511 pages; 20 slides) – 1995 \$111.80

TRTGCD17/Trainer's guide, 304 pages, 99 Overhead masters – 1995 \$66.30

TRPMC18/Participant's materials, 511 pages – 1995 . . \$55.90



Lagoons: Facultative and Aerated

Linn-Benton Community College. Sponsored by the National Environmental Training Center for Small Communities

This module is designed to train wastewater plant operators and maintainers about facultative and aerated lagoons. It covers the process requirements for permit compliance, relationship between algae and beneficial bacteria, required volumes and liquid levels for continued proper lagoon operation, laboratory tests for process control, effluent disposal options, and irrigation plan considerations.

The instructor's guide contains lesson descriptions, estimated presentation times, learning objectives, slides with written narrative, two worksheets, and two multiple-choice final quizzes with answers. The participant's manual contains a discussion of lagoons and effluent disposal and reuse. It also has learning objectives, a glossary, and worksheets.

TRTPEP10/Training package (Instructor's guide, 18 pages; Participant's manual, 57 pages; 70 Slides) – 1995 \$88.00

Onsite Sewage Treatment and Disposal System Interactive Training CD, Version 1.0

Environmental Health, Volusia County (Florida) Health Department

This computer-based training CD for sanitarians and new health department officials working in the onsite wastewater treatment field covers a wide range of topics. The program uses video, photos, and animation to explain many oversight aspects of onsite sewage treatment. A series of PDF files allow the user to download and print forms, tables, flowcharts, and diagrams. Topics covered on the CD include:

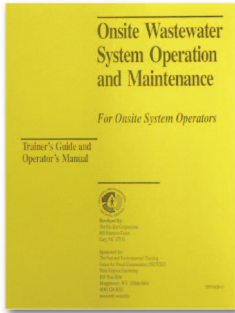
- Historical and modern sewage treatment, effluent characteristics, and public health issues;
- System design, soil considerations, ground and surface water protection, vegetation clues, density considerations, plan application review, set backs, benchmarks, permit issuance, and variances and waivers;
- System construction, tanks, distribution boxes and header pipes, trenches and absorption beds, and aerobic treatment units;
- Inspections, preparation, tank installation, drainfield installation, setbacks and filled mounds;
- Failures, repairs, proper maintenance, and causes of failures; and

CONTINUED >>>

- Pump trucks, annual operating permits, contractors, inspector requirements, and enforcement.

While some of the information is specific to Florida regulations, much of the material is general enough to be useful everywhere. The program also may be useful to other onsite wastewater professionals such as septic system designers, installers, and inspectors. The training takes an average of eight to 12 hours to complete, depending on the student. Computer system requirements: Windows® 95.

TRSWCD38/CD-ROM – 1998 \$135.00



Onsite Wastewater System Operation and Maintenance

Mike T. Hoover, Tara M. Disy, Melinda A. Pfeiffer, Nickola Dodley, and Robert B. Jayer. Sponsored by the National Environmental Training Center for Small Communities

Designed for those who are involved in onsite system operator training, this course covers physical, chemical, and biological processes; operator responsibility; and operation and maintenance procedures for different onsite systems. It may be used in training onsite system operators to:

- Understand wastewater terminology, subsurface technologies and how they function, and the basics of hydrology;
- Perform maintenance on septic and pump tanks, lift stations, and grease traps;
- Calculate loading rates, dosing volumes, and pump delivery rates;
- Assess performance and pretreatment technologies; and
- Understand the function and maintenance needs of pumps, siphons, electrical controls, valves, fittings, pipes, and small diameter gravity and pressure collection systems.

TRTPCD09/Complete package (Trainer’s guide, 120 pages; Trainers resource pack, 109 pages and 400 Slides) – 1995 \$299.00

TRTGCD10/Trainer’s guide, 120 pages – 1995 \$55.90

TRRPCD12/Trainer’s resource pack, 109 pages and 400 slides – 1995 \$265.10

TRTPCD65/PowerPoint® Presentation \$12.50

Settleometer

Linn-Benton Community College. Sponsored by the National Environmental Training Center for Small Communities

This package is designed to train wastewater operators and maintainers on the purpose and procedure of a settleometer as it relates to activated sludge and gravity thickener process control. The “Mallory” settleometer and

the frequency of reading the settled sludge volume (SSV) are explained. Calculating the settled sludge concentration given the aeration tank concentration and plotting an SSV curve given a table of SSV values for different settling times also are explained.

The instructor’s guide contains a lesson description, learning objectives, estimated presentation times, slides with written narrative, overhead masters, and a multiple-choice final quiz with answers. The participant’s manual contains a discussion of the settleometer test, learning objectives, a resource list, and a glossary.

TRTPEP14/Training package (Instructor’s guide, 26 pages, 40 Slides, and 13 Overhead masters; Participant’s manual, 12 pages) – 1995 \$55.00

Troubleshooting and Optimizing Wastewater Treatment Systems

Center for Training, Research, and Education for Environmental Occupations (TREEO). Sponsored by the National Environmental Training Center for Small Communities

These four modules (*Activated Sludge, Nutrient Removal, Attached Growth, and Lagoon Processes*) were developed to help operators develop skills to troubleshoot or optimize (T & O) their wastewater treatment processes. The modules were designed to cover basic troubleshooting skills and knowledge; they do not specifically focus on equipment, maintenance, and sludge processing and disposal. Each module contains an instructor guide with overheads, a participant workbook, and reference text.

TRTPCD32/Complete Training package (Four modules and the Reference Text) – 1997 \$232.70

Activated Sludge (T & O)

This course addresses the fundamental microbiology and chemistry of activated sludge processes. Processes covered include conventional plug flow, complete mix, contact stabilization, and extended aeration systems.

TRTPCD27/Training package (Instructor’s Guide, 87 pages; Overheads, 125 pages; Participant’s Workbook, 54 pages) – 1997 \$98.80

Nutrient Removal (T & O)

This course covers nutrient removal in suspended growth biological processes, including chemical phosphorus removal using iron and aluminum salts.

TRTPCD28/Training package (Instructor’s Guide, 103 pages; Overheads, 59 pages; Participant’s Workbook, 68 pages) – 1997 \$98.80

Attached Growth Processes (T & O)

This course covers biological processes classified as trickling filters and rotating biological contactors.

TRTPCD29/Training package (Instructor’s Guide, 95 pages; Overheads, 60 pages; Participant’s Workbook, 70 pages) – 1997 \$98.80

Lagoon Processes (T & O)

This course addresses the process components and design consideration for lagoons. It covers flow configuration, aeration, effluent disinfection, and sludge accumulation.

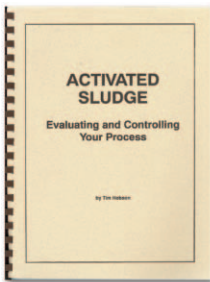
TRTPCD30/Training package (Instructor's Guide, 84 pages; Overheads, 50 pages; Participant's Workbook, 48 pages) – 1997..... \$94.90

Reference Text (T & O)

More detailed information is provided in this text than is found in the instructor's guides and participant's manuals of the four modules. Information sources on operating and troubleshooting wastewater systems are provided.

TRTPCD31/Compilation of references, 292 pages – 1997..... \$52.00

Training Aids



Activated Sludge: Evaluating and Controlling Your Process

Tim Hobson

This book provides a basic system for controlling the activated sludge wastewater treatment process frequently called the "West Method" or sludge quality method of activated sludge process. The method is useful

for evaluating and controlling all activated sludge process variations but is especially helpful for operators or trainers at small facilities. Operators of activated sludge wastewater treatment plants and assistance providers who work with operators can use this book. It covers observation, testing, and calculation procedures that provide data for the activated sludge process and the application of the data to control the treatment process. Operators can use the book for self-study. It can also be used as a resource by assistance providers in the classroom or individualized training settings. The book is for people who are already familiar with the basics of the treatment process.

The contents include:

Part 1: Process evaluation

- Process observations
- Measuring sludge settleability
- Measuring solids concentration and amount
- Aeration basin dissolved oxygen and oxygen profiles
- Determining effluent quality
- Measuring secondary clarifier sludge blankets
- Microscopic examination of activated sludge
- Displaying evaluation results

Part 2: Process control

- Aeration control
- Control of sludge wasting
- Return sludge flow control

Part 3: Troubleshooting guides

Appendix: Forms for data recording and calculations

TRBKOM11/Book, Fourth Edition, 114 pages – 1998... \$16.95

Alternative Wastewater Collection Systems*

U.S. Environmental Protection Agency

This manual is designed to assist engineers, local officials, managers, planners, and contractors or developers in alternative types of collection systems.

It contains design information available for the following alternative collection systems: pressure sewers, vacuum collection systems, and small-diameter gravity systems. It provides information about design, system plans, elevation views, descriptions of on-lot system components, construction, operation and maintenance, management considerations, and cost data.

WWBKDM53/Manual, 215 pages – 1991..... \$64.50

Analysis of Biochemical Oxygen Demand

Vermont Department of Environmental Conservation

Designed for operators and laboratory personnel, this video and workbook summarize the methods used to determine the biochemical oxygen demand (BOD) in a wastewater treatment plant. Topics covered include reasons for analysis; sampling, preservation, and troubleshooting; analysis equipment and reagents; seeded dilution water; dissolved oxygen meter standardization; and iodometric method for meter standardization.

The video uses skits to explain the proper procedures for BOD. It addresses the equipment needed for analyses and shows how analyses are done. The workbook provides a discussion about BOD, and a list of equipment needed for analyses, references, and examples.

TRVTOM01/Training package (Video, 33 minutes; Workbook, 38 pages) – 1990..... \$45.50

Choosing an Alternative Septic System*

University of Minnesota Extension Service

This package explains how alternative septic systems can be used on difficult sites and how locations influence the types of septic systems that can be installed. The package discusses factors to consider, such as cost, system size, maintenance, sewage flow, change in vegetation, site characteristics, and environmental stewardship. The package includes a video and three fact sheets:

- Choosing an Alternative Septic System for a Homesite with Thin Soil Over Bedrock,
- Choosing an Alternative Septic System for a Homesite with a High Water Table, and
- Choosing an Alternative Septic System for a Homesite with a Steep Slope.

CONTINUED >>>

The video illustrates constructed wetlands, sand filters, drip irrigation, aerobic treatment units, and composting toilets. Both the video and fact sheets profile three case studies of homeowners who installed alternative treatment systems.

WWPKPE55/Videotape: 9 min. and Fact Sheets: 6 pages – 2000..... \$13.00

Determining Wastewater User Service Charge Rates: A Step-by-Step Manual with Software*

U.S. Environmental Protection Agency

Developed for local officials, planners, managers, operators, and state officials, this booklet helps small to medium-sized wastewater utility decision-makers determine charge rates for their residential, commercial, and industrial wastewater services.

Included is a Lotus 1-2-3® computer model program and manual to help calculate specific values for the systems' user service charges. The program has been designed to be easy to use. Requirements are an IBM-PC or PS/2 compatible computer and Lotus 1-2-3®, version 2.0, 2.2 or higher. The program only requires the user to have general familiarity with a computer and know how to start Lotus 1-2-3®. Instructions in the manual and those that appear on the computer screen will lead the user through the program.

FMSWFN16/Booklet, 30 pages: Lotus 1-2-3® model program – 1992..... \$10.80



Developing Public/Private Partnerships: An Option for Wastewater Financing*

U.S. Environmental Protection Agency

Developed for local officials, the general public, financial officers, contractors/developers, state officials, managers, and planners, this booklet presents background information on public/private partnership (P3) financing, outlines the steps necessary to move toward P3 financing, and addresses issues for structuring a successful partnership agreement.

FMBLPP06/Booklet, 14 pages – 1992..... \$0.00

Evaluating Municipal Wastewater User Charge Systems

U.S. Environmental Protection Agency

This booklet for managers, local officials, financial officers, planners, and operators, provides information about EPA's Construction Grant User Charge System regulations. It suggests questions to ask while reviewing municipally-owned wastewater treatment works and provides a summary checklist, answers that are in accordance with the Code of Federal Regulations (CFR), worksheets, definitions, and tips regarding compliance.

TRBLFN06/Booklet, 38 pages – 1993..... \$9.90

Federal Funding Sources For Small Community Wastewater Systems+

U.S. Environmental Protection Agency

Developed for finance officers, the general public, local officials, managers, planners, and state officials, this booklet highlights 10 federal programs that can help state, tribal, and local officials identify possible funding sources, who to contact, and how to apply for them. Although this booklet describes some drinking water programs, it focuses mainly on wastewater.

FMBLFN29/Booklet, 27 pages – 1997..... \$0.00

Identification of Filaments in the Activated Sludge Process

Illinois Environmental Protection Agency

This video and brochure were developed to help wastewater operators and laboratory personnel identify filaments in the activated sludge process. The video defines activated sludge and explains the activated sludge process. It also addresses the types of filamentous organisms that cause bulking or foaming in the wastewater treatment plant and five causes of filament overgrowth.

TRVTOM05/Video, 19 minutes; Brochure, 4 pages – 1997.. \$0.00

Landscaping Septic Systems

University of Minnesota Extension Service

This publication discusses the proper way of landscaping around a homeowner's septic mound system. Mound placements, guidelines for planting, and suggested plants for use on septic mounds are discussed. This publication may be used in conjunction with the book "Septic System Owner's Guide." (See page 20)

TRFSPE09 /Booklet, 4 pages – 1998..... \$0.75

Manual for Managing Septic Systems*

Sussex County, New Jersey, Planning Department

Based on actual experiences in Sussex County, New Jersey, this book explains why a septic system management program is needed. It provides the homeowner with information on how a septic system works and how it can be maintained to prevent failures. The manual also provides guidance to local entities for periodic inspections, public education, and potential institutional and financial arrangements. Although the book targets the state of New Jersey, it can be used as a guide for others across the country.

WWBKOM41/Book, 164 pages – 1994..... \$30.00

Microlife in the Activated Sludge Process

Illinois Environmental Protection Agency

Developed for those who work in activated sludge treatment plants, this video and handbook explain the microorganisms in the activated sludge process. The video identifies organisms and floc by name, and numbers them

for easy reference in the accompanying handbook. The handbook describes the purpose and format of the video and how to use it as an identification tool in the wastewater treatment laboratory. It includes references, a key for microorganism identification, directions for slide preparation and conducting cell counts, and record sheets for identifying microorganisms.

TRVTPE02/Video, 20 minutes; Handbook, 7 pages – 1992..... \$0.00

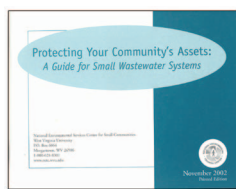
Planning Wastewater Treatment for Small Communities*

U.S. Environmental Protection Agency

This video provides information for local officials, managers, planners, trainers, technical assistants, and the general public. It discusses the need for appropriate technology in planning wastewater facilities for small communities. The video highlights the importance of public participation, operation and maintenance, and key factors required in the facility planning process.

WWVTPE05/Video, 15 minutes – 1987..... \$10.00

NEW >



Protecting Your Community's Assets: A Guide for Small Wastewater Systems

National Environmental Training Center for Small Communities

See **EP&S** Section, page 11, for more information.

TRBKMG03/Workbook, 97 pages – 2003..... \$15.00

TRCDMG05/CD-ROM..... \$10.00

Reducing the Cost of Operating Municipal Wastewater Facilities*

U.S. Environmental Protection Agency

This booklet outlines strategies for wastewater facilities to identify high-cost problems and methods to cut operating costs, while still supplying good treatment.

WWBLFN39/Booklet, 3 pages – 1985..... \$0.00

RTW Activated Sludge Troubleshooting Guide

Rothberg, Tamburini & Winsor, Inc.

This 24" x 36" poster and booklet were developed to help operators and engineers understand and eliminate process control problems at activated sludge wastewater treatment plants. A flow-chart format leads the operator through a series of choices that identify the problem as one of 32 different conditions in four main categories: excess foam, high effluent suspended solids, high effluent soluble biochemical oxygen demand or ammonia, and low effluent pH. Once the problem is identified, the chart lists what type of pressure should be applied to the system,

what the objectives are, and what overall control actions are needed. This poster may be used with the training curriculum *Troubleshooting and Optimizing Wastewater Treatment Systems—Activated Sludge*. (See page 16)

TRPKOM07/Package (Poster; Booklet, 25 pages)–1996. . \$49.50

Septic System Owner's Guide

University of Minnesota Extension Service

This guide helps homeowners understand how a septic system works, how to operate the system efficiently and effectively, how to maintain the system, and how information and records about the septic system should be kept. It explains the site requirements for placement and location of a mound system.

This 24-page, fully illustrated guide can be used by trainers to educate homeowners, homebuilders, and realtors in the operation and maintenance of septic systems. It could be used along with the Minnesota video, *Septic Systems Revealed: A Guide to Operation, Care, and Maintenance*.

TRBKPE11/Book, 24 pages – 1997..... \$4.00

Septic Systems Revealed: A Guide to Operation, Care, and Maintenance

University of Minnesota Extension Service

This video discusses the importance of having a well-maintained and functioning septic system for those not connected to municipal wastewater systems. It reviews the design of a septic tank, its components, and how the tank works.

The video also reviews two basic types of drain fields—rock-filled trench and artificial mound. Examined are the reasons why septic systems fail and how preventing a failure is less expensive than having to fix or replace a failed system. The remaining portion describes ways to prevent septic tank failure, ways to prevent drain field failure, and how often to clean and maintain septic systems.

A trainer could use this video to educate homeowners, new home developers, or realtors. The book *Septic System Owner's Guide* may be used along with the video. Originally designed for homeowners in Minnesota, this basic video and book are applicable to most areas of the country.

TRVTPE12/Video, 24 minutes – 1996..... \$15.00

Small Diameter Effluent Sewers*

U.S. Environmental Protection Agency

This 12-minute video, developed for local officials, planners, and the general public differentiates between conventional sewers and small diameter effluent sewers. The two types of small diameter effluent sewers, minimum grade and variable grade, are explained.

TRVTPE16/Video, 12 minutes – 1987..... \$10.00



Taking Care of Your Septic System: Owner's Basics

University of Minnesota Extension Service

This brochure provides an overview of the best management practices and function of household plumbing, septic tank, and soil treatment systems, as well as how improperly treated sewage can impact human health and the environment.

This brochure can be handed out during a homeowner training session or provided to homeowners from technical assistance providers.

TRBLPE08/Brochure – 1999 \$0.50

Total Suspended Solids Determination

Vermont Department of Environmental Conservation

This video and workbook package addresses the proper procedures and techniques for the analysis of total suspended solids (TSS). The package covers TSS laboratory procedures and results, sources of error, types of samples, equipment and supplies, safety and hygiene, and calculations. Although it refers to the 16th edition of *Standard Methods for the Examination of Water and Wastewater*, the information is still applicable.

TRVTPE05/Video, 20 minutes; Workbook, 19 pages –1990.....\$29.80

Troubleshooting Guide: Lagoons

Center for Training, Research, and Education for Environmental Occupations (TREEO) and the National Environmental Training Center for Small Communities

This 11" X 16" laminated poster provides possible solutions to common wastewater treatment problems associated with lagoon operations. Six common problems are listed: odors, poor biochemical oxygen demand removal, high effluent total suspended solids, poor fecal coliform removal, high pH, and low pH. Possible causes and solutions are provided for each problem. This poster may be used with the training curriculum *Troubleshooting and Optimizing Wastewater Treatment Systems—Lagoon Processes*. (See page 19).

TRPSOM08/Poster –1998 \$3.05

Troubleshooting Guide: Rotating Biological Contactors

Center for Training, Research, and Education for Environmental Occupations (TREEO) and the National Environmental Training Center for Small Communities

This 11" X 17" poster provides possible solutions to common wastewater treatment problems associated with rotating biological contactor operations. Using a table format, the poster lists observations that indicate treatment problems, probable causes, what to check or monitor, and

possible solutions. This poster may be used independently or with the training curriculum *Troubleshooting and Optimizing Wastewater Treatment Systems—Attached Growth*. (See page 18)

TRPSOM09/Poster – 1998.....\$2.15

Troubleshooting Guide: Trickling Filters

Center for Training Research and Education for Environmental Occupation (TREEO) and the National Environmental Training Center for Small Communities

This 22" X 17" poster provides possible solutions to common wastewater treatment problems associated with trickling filters. Using a table format, the poster lists observations, probable causes, what to check or monitor, and possible solutions. This poster may be used independently or with the NETCSC training curriculum *Troubleshooting and Optimizing Wastewater Treatment Systems—Attached Growth*. (See page 18.)

TRPSOM15/Poster – 1997.....\$2.60

Understanding Your Septic System

University of Minnesota Extension Service

This fact sheet provides homeowners with a basic overview of septic systems, what they do, how they function, treatment, reasons for failure of systems, and tips for operation and maintenance. This publication provides basic information homeowners need to:

- Protect human health,
- Protect water resources,
- Lengthen septic system life,
- Reduce current and future costs, and
- Protect property values.

It follows the video: *Septic Systems Revealed: A Guide to Operation, Care, and Maintenance* by the University of Minnesota Extension Service. (See page 21)

TRFSPE10/Fact sheet, 4 pages – 1999.....\$0.75

Upgrading Small Community Wastewater Treatment*

U.S. Environmental Protection Agency

This video provides information for local officials, managers, planners, state officials, trainers, technical assistance providers, and the general public. It explores wastewater treatment options applicable to small community centralized systems. Technologies that are detailed include: lagoons, sand filters, trickling filters, sequencing batch reactors (SBRs), land treatment options (slow rate, rapid infiltration, and overland flow) and constructed wetlands. The operation of each technology is explained along with possible upgrades for each when a community may be faced with more stringent effluent limits or increased wastewater flows.



Also explained for each technology are operation and maintenance requirements, land requirements, cost, and performance. This video is an excellent public education tool to be used when deciding which means of wastewater treatment is best for a community.

WWVTPE06/Video, 20 minutes – 1987 \$10.00

Wastewater Management in Unsewered Areas*

University of Wisconsin-Madison, Small Scale Waste Management Program

This 25-minute video for the general public, contractors/developers, local officials, managers, planners, trainers, and technical assistants explains specific alternatives to the conventional septic tank/soil absorption system and onsite system management. These alternatives include the recirculating sand filter, the cluster soil absorption system, and the sand mound. Five case studies are presented including aspects of system management implemented at Stinson Beach, California, and the evaluation techniques used in Oregon.

FMVTMG01/Video, 25 minutes – 1982 \$10.00

Wastewater Treatment and Disposal Systems for Small Communities*

U.S. Environmental Protection Agency

This manual is designed to guide planners and designers through the required steps for developing well-conceived small community wastewater management systems and to highlight the specific characteristics of the system design and management functions that lead to the successful implementation of the selected system. One of the major goals of this manual is to highlight the importance of planning and management; site evaluation and construction considerations for land-application systems; wastewater characteristics; and technology options. It provides an excellent general description of the alternative treatment technologies available for small-scale applications.

TRBKDM01/Manual, 115 pages – 1992 \$34.80

Wastewater Treatment Public Education Ideas

Wisconsin Wastewater Operators Association

This brochure provides descriptions for interactive tools to illustrate primary and secondary wastewater treatment. Trainers and educators will find the described interactive models of the treatment process use

common materials, include instructions, describe procedural steps, illustrate each demonstration, and offer guidance for discussion. The brochure includes instructions to illustrate types of solids found in the wastewater treatment process, metals removal by pH adjustment, coagulation of milk proteins, activated sludge settling, and sludge dewatering.

TRBRPE13/Brochure, 2 pages – 2003 \$0.00



Wastewater Treatment: Sources of Potential Environmental Liability for Local Governments < NEW

Local Government Environmental Assistance Networks

This fact sheet provides information for local government and elected officials who have to obtain permits for waste disposal liability. Residual disposal, wet weather issues, hazardous and toxic materials, and security issues are discussed. Also included are web sites for additional information from such organizations as Clean Water Act, U.S. EPA national Pollution Discharge Elimination System (NPDES), and U.S. EPA Water Infrastructure.

TRFSGN28/Booklet, 4 pages – 2003 \$0.00

Your Septic System: A Guide for Homeowners*

Northern Virginia Planning District Commission

This 11-minute video was developed for people of all backgrounds who live in homes served by septic systems and who want to know how the system works and how to maintain it. The video covers basic do's and don'ts homeowners should follow to get the most out of their systems.

WWVTPE16/Video, 11 minutes – 1990 \$10.00

Training-Related Information

NPDES Compliance Monitoring Inspector Training... < NEW

Sampling

U.S. Environmental Protection Agency Office of Water Enforcement and Permits

This book is one of five training modules that introduces the National Pollutant Discharge Elimination System (NPDES) program to new inspectors. This particular module details procedures for conducting sampling and flow monitoring. The module outlines how to collect, preserve, and transport wastewater samples. Sampling equipment, methods for onsite analytical procedures, flow measurement, and quality control procedures are also discussed.

TRBKTR14/Book, 99 pages – 1993 \$19.80

Biomonitoring

U.S. Environmental Protection Agency Office of Water Enforcement and Permits

One of five training modules developed primarily for in-house training of regional and state NPDES (National Pollutant Discharge Elimination System) inspectors, this book outlines principles of biomonitoring and the role of biological testing in the inspection program. The module discusses basic toxicity testing; analysis of results; and toxicity test components, including the effluent, dilution water, test system, test organisms, and test results. Data sheets and health and safety procedures are provided in the appendices.

TRBKTR15/Book, 75 pages – 1990 \$15.60

Overview

U.S. Environmental Protection Agency Office of Water Enforcement and Permits

One of five training modules introducing the National Pollutant Discharge Elimination System (NPDES) program to new inspectors, this book examines the scope and nature of some compliance inspections conducted under the NPDES program. It discusses general steps that an inspector must take while conducting compliance inspections.

TRBKTR16/Book, 86 pages – 1990 \$17.20

Legal Issues

U.S. Environmental Protection Agency Office of Water Enforcement and Permits

This book is one of five training modules that introduces the National Pollutant Discharge Elimination System (NPDES) program to new inspectors. This module discusses how the legal aspects of compliance monitoring should be taken into account during NPDES inspections, hearings, or trials arising from such inspections. The module identifies sources of statutory authority and legal considerations that facilitate inspectors' ability to perform their functions, such as gain access to identify, gather, preserve, and present evidence.

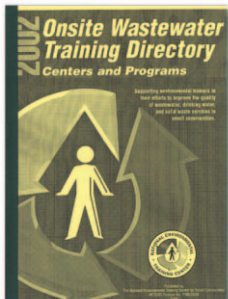
TRBKTR17/Book, 116 pages – 1990 \$23.20

Laboratory Analysis

U.S. Environmental Protection Agency Office of Water Enforcement and Permits

One of five training modules introducing the National Pollutant Discharge Elimination System (NPDES) program to new inspectors, this book provides background information about conducting an evaluation of a treatment facility's laboratory procedures for sample control, sample analysis, and quality assurance, as well as to assess the adequacy of the laboratory's facilities and equipment.

TRBKTR18/Book, 139 pages – 1990 \$27.80



Onsite Wastewater Training Directory: Centers and Programs 2002

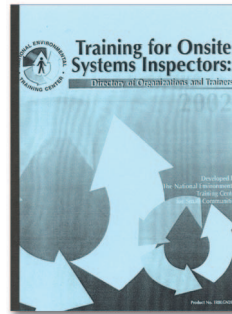
National Environmental Training Center for Small Communities

This recently updated directory provides a comprehensive overview of onsite wastewater treatment training resources and opportunities.

Organized by geographic region, the directory profiles 31 training centers/programs in the U.S. and Canada. Contact information, funding sources, fees, courses, technologies,

and audiences are described for each center/program. Consultants, assistance providers, engineers, installers, pumpers, public officials, extension agents, students, sanitarians, private citizens, and others interested in the onsite wastewater treatment field will find this directory to be useful.

TRBLGN18/Booklet, 43 pages – 2002 \$5.65



Training for Onsite System Inspectors: Directory of Organizations and Trainers

National Environmental Training Center for Small Communities

This recently updated directory provides information about training programs, trainers, and organizations that are of interest to onsite wastewater system inspec-

tors. The directory profiles 20 existing and developing state certification programs for onsite system inspectors and lists 27 trainers and 43 organizations that can be contacted for further information.

TRBLGN20/Booklet, 19 pages – 2002 \$4.81

Wastewater Certification for Wastewater Operators and Maintainers

National Environmental Training Center for Small Communities

This packet lists state certifying agencies and state training centers. It also provides reviews, cost, and availability of self-study certification resources. Trainers, operators, and maintainers can use this booklet to find wastewater certification information, including resources, agencies, and training centers.

TRBLOM03/Booklet, 23 pages – 1999 \$4.00

Wisconsin State Wastewater Center Study Guides

Wisconsin Department of Natural Resources

This set of 18 study guides was developed for wastewater treatment plant operators preparing for certification exams. These guides list only the objectives the student needs to pass the exam. The student will need to consult other references for the content. Topics include activated sludge, anaerobic digestion, disinfection, tertiary and trickling filtration, mechanical sludge handling, phosphorus removal, ponds, rotating biological contactors, wastewater I and II, general industrial wastewater, introduction to laboratories, introduction to phosphorus removal, preliminary and primary treatment, and electroplating and metal finishing. Each guide contains sample test questions and a list of resources.

TRBKGN08/Book, 236 pages – 1994 \$42.80

DRINKING WATER

Training Packages

Bacteriological Sampling in Distribution Systems

Linn-Benton Community College. Sponsored by the National Environmental Training Center for Small Communities

This package is designed to train drinking water operators and maintainers about bacteriological sampling techniques, sample site selection, sample site requirements, and regulations specified in the 1986 Amendments to the Safe Drinking Water Act. Topics covered include sampling from the distribution system, representative and grab samples, sampling faucets and bottles, sample site plans, monthly samples, examples of good routine sample sites, and data sheets.

The instructor's guide includes a lesson description, estimated presentation times, presentation suggestions, learning objectives, slides with written narrative, and a multiple-choice final quiz. The participant's manual contains a discussion of bacteriological sampling, learning objectives, and a glossary.

TRTPEP13/Training package (Instructor's guide, 12 pages, 44 slides; Participant's manual, 11 pages) – 1995 \$85.00

Communicating Drinking Water Issues

Rural Community Assistance Corporation. Sponsored by the National Environmental Training Center for Small Communities

Designed to train state and local regulatory officials to effectively communicate drinking water issues, this course contains five modules that cover meeting management, designing and developing workshops, small community outreach, writing, and overcoming barriers to training.

The instructor's guide contains summaries of the modules, instructor notes that provide a step-by-step layout of the curriculum narrative, and review exercises. It also includes audiovisual aids with instructions on when to use them. The participant's workbook contains a discussion of the topics and exercises.

TRPMCD08/Training package (Instructor's guide, 133 pages; 92 Overhead masters; Participant's manual, 74 pages) – 1995 \$64.00

TRTPCD07/Instructor's guide, 133 pages – 1995 \$48.10

Introduction to Disinfection

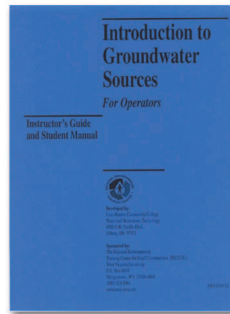
Linn-Benton Community College. Sponsored by the National Environmental Training Center for Small Communities

This course is designed to train drinking water operators and maintainers about the basic concepts of disinfection with a major focus on chlorination. Topics include the pur-

pose of disinfection; chlorination chemistry, including chlorine demand, dosage, and residual; breakpoint chlorination; chlorine containers; and chlorine feed equipment, including hypochlorination and gas systems.

The instructor's guide includes a lesson description, estimated presentation times, presentation suggestions, learning objectives, slides with written narrative, and a true/false and multiple-choice final quiz. The participant's manual contains a discussion of disinfection, learning objectives, a glossary, and practice questions and answers. Illustrations and tables also are included.

TRTPEP07/Training package (Instructor's guide, 15 pages; 77 slides; Participant's manual, 37 pages) – 1995 \$97.00



Introduction to Groundwater Sources

Linn-Benton Community College. Sponsored by the National Environmental Training Center for Small Communities

This course was designed to train drinking water treatment plant operators and maintainers about groundwater, aquifer characteristics and location, well construction and operation, water tables, groundwater quality, and the types of records that should be kept.

The instructor's guide contains a lesson description, estimated presentation times, presentation suggestions, learning objectives, supplemental activities, slides with written narrative, and a multiple-choice final quiz with answers. The participant's manual provides a discussion of groundwater sources, learning objectives, four quizzes with answers, and a glossary.

TRTPEP12/Training package (Instructor's guide, 13 pages; 72 slides; Participant's manual, 40 pages) – 1995 \$90.00

Introduction to Surface Water Sources

Linn-Benton Community College. Sponsored by the National Environmental Training Center for Small Communities

This course was designed to train drinking water operators and maintainers about surface water sources. Topics covered include the hydrologic cycle; the use of groundwater and surface water; advantages and disadvantages of surface water supplies for municipalities; raw water quality; watershed management policies; and reservoirs, dams, and spillways.

The instructor's guide includes lesson objectives and descriptions, estimated presentation times, presentation suggestions, supplemental activities, slides with written narrative, and a multiple-choice final quiz with answers. The participant's manual provides a discussion of surface water, learning objectives, three quizzes with answers, and a glossary.

TRTPEP15/Training package (Instructor's guide, 11 pages; Participant's manual, 41 pages; 79 Slides – 1995 \$100.00

Introduction to Water Distribution Systems for Operators

Linn-Benton Community College. Sponsored by the National Environmental Training Center for Small Communities

This training package is designed to train drinking water operators and maintainers about water distribution systems. It addresses the purpose of water distribution systems, types of water demands and usage rates, storage tanks, piping materials, hydrants, and service meters.

The instructor's guide includes a lesson description, estimated presentation times, presentation suggestions, supplemental activities, learning objectives, slides with written narrative, and a multiple-choice final quiz. The participant's manual contains a discussion of storage facilities, water pipes, and pipeline appurtenances; learning objectives; a glossary; and a quiz with answers. Illustrations, tables, diagrams, and photographs also are provided.

TRTPE08/Training package (Instructor's guide, 15 pages; Participant's manual, 47 pages; 80 Slides) – 1995 ... \$100.00

Introduction to Water Treatment

Linn-Benton Community College. Sponsored by the National Environmental Training Center for Small Communities

This course was designed to train drinking water operators and maintainers about the purpose of drinking water treatment; the drinking water treatment process; operating and maintaining a treatment plant; and drinking water regulations, including the Safe Drinking Water Act. Topics covered include flocculation, coagulation, head loss, turbidity, disinfection, filtration, and chemical use.

The instructor's guide contains a lesson description, estimated presentation times, learning objectives, presentation suggestions, slides with written narrative, and a final quiz with answers. The participant's manual contains a discussion of water treatment and illustrations for basic water treatment, filtration, water softening, and other treatment options. It also provides learning objectives and a glossary.

TRTPE16/Training package (Instructor's guide, 32 pages; Participant's manual, 33 pages; 65 Slides) – 1995 \$82.00

Managing a Small Drinking Water System: A Short Course for Local Officials'

Developed by the National Environmental Training Center for Small Communities, Walkabout Production Company, and Training Consultants, Inc.

This curriculum helps local decision makers in small communities understand and implement management practices that will improve their ability to provide safe drinking water to their communities in accordance with the 1996 reauthorized Safe Drinking Water Act. Topics include: local official's responsibilities for providing safe drinking water, regulations, basics of a drinking water system, system operation and maintenance, administrative management practices, working with consultants and assistance providers, managing people, communicating with the public, financial management, and financing system projects or upgrades.

This course is designed to be flexible and applicable across the country. The *Trainer's Guide* illustrates how to use the materials as a foundation upon which to build state-specific capacity development training. The 11 *Participant Modules* may be used together as part of a two-to-three day training session, in any combination to meet more targeted training needs, or as stand-alone materials to emphasize a particular aspect of effective system management. Self-study components are built into the materials so that local officials can learn on their own if they are unable to attend a training session.

The complete training package includes the *Trainer's Guide*, 11 *Participant Modules*, and all supporting materials. The participant modules can be purchased individually or as a set without the *Trainer's Guide*.

Module 1: Local Officials' Responsibilities for Providing Safe Drinking Water

Helps local officials understand their responsibilities for providing safe drinking water; that drinking water problems occur but are preventable and resolvable and that traditional and alternative approaches are available for treating water and managing the system. Topics include:

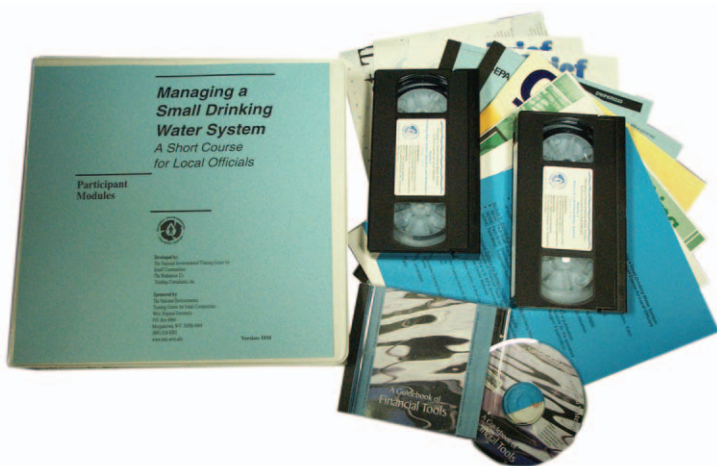
- Local officials' responsibilities
- Potential drinking water problems
- Compliance issues
- Liability issues
- Drinking water system management

TRPMCD41 \$4.95

Module 2: Regulatory History, Current and Future Requirements

Provides a brief history of drinking water regulations and a synopsis of current and future requirements; helps local officials realize that the Safe Drinking Water Act requirements should be followed to protect the public health and stay in compliance. Topics include:

- The Interstate Quarantine Act of 1893
- Safe Drinking Water Act of 1974
- Maximum contaminant levels (MCL)
- 1986 and 1996 SDWA amendments and 1996 highlights



- Public notification requirements
 - Wellhead Protection (WHP) Program
 - Surface water treatment rule
 - Capacity development
 - Outreach and technical assistance
 - Sourcewater protection
 - Public participation and consumer right to know
 - Future SDWA requirements
- TRPMCD42** **\$5.85**

Module 3: Basics of a Drinking Water System (video)

Familiarizes local officials with the basics of a drinking water system, including source water and source water protection issues, the treatment system, and the distribution system.

Topics include:

- Technical capacity
- Need for treatment of water
- Surface water and groundwater sources
- Source water protection
- Community planning and resources
- Drinking water treatment systems
- Simple systems, complex systems
- Basic treatment processes
- Distribution and storage systems

TRPMCD43 **\$26.80**

Module 4: Drinking Water System Operation and Maintenance (Video)

Helps local officials' understand key operation and maintenance issues and the importance of developing a preventive maintenance program and being proactive in addressing system needs.

Topics include:

- Technical capacity
- Effective system oversight
- Multiple barrier approach
- Plant operator responsibilities
- Maintenance plan items
- Sampling, safety, meters, and monitoring equipment
- System assessments and evaluations
- Securing assistance for system assessments or evaluations

TRPMCD44 **\$26.80**

NEW >

Module 3 & 4 Combination Package: Drinking Water System Basics and Drinking Water System Operation and Maintenance (Video)

TRPMCD66/DVD **\$28.40**

Module 5: Administrative Management Practices

Helps local officials understand the importance of, and the components of, a good business plan. Explains (a) the issue of restructuring, (b) types of management structures, and (c) the advantages and disadvantages of each. Topics include:

- Overview of capacity development
- Maintaining managerial capacity

- Business plans for managing a drinking water system
- Introduction to planning (background information, long-term goals, financial plan, capital improvements plan)
- Working as a team
- Common drinking water system management structures
- Examples of partnership opportunities
- Regionalization, consolidation, privatization
- Issues to consider when restructuring

TRPMCD45 **\$7.60**

Module 6: Working with Consultants and Assistance Providers

Helps local officials' understand how to make good decisions about selecting and working with assistance providers and consultants. Familiarizes local officials with the many types of technical, managerial, and financial assistance available, and the advantages of using them. Topics include:

- Relationship between managerial capacity and working with consultants and assistance providers
- Difference between assistance providers and consulting engineers
- Basic proposal process
- Asking the right questions & evaluating recommendations
- Elements of a contract, engineering report, and plans and specifications
- Ongoing evaluation of consultants
- Seeking input from the system operator

TRPMCD46 **\$5.60**

Module 7: Managing People

Helps local officials' understand issues related to hiring, maintaining, and working effectively with staff and operators.

Topics include:

- Staffing, organization, and the hiring process
- Staffing issues unique to small communities
- Working with the operator
- Working with employees: the essentials
- Management training and skills
- Working with employees: making the job better

TRPMCD47 **\$7.30**

Module 8: Communicating with the Public

Helps local officials' understand communication methods and the importance of (a) keeping community members informed about drinking water system needs and drinking water issues and (b) responding to community concerns. Familiarizes local officials' with related requirements of 1996 SDWA Amendments. Topics include:

- Communication responsibilities
- Public communication methods
- Applying public communication methods to your operational needs
- Communicating emergency operations and contingency plans
- Managing customer complaints

TRPMCD48 **\$5.85**

Module 9: Financial Management

Helps local officials' understand sound financial management practices, the importance of using these practices, and the benefits of hiring/securing expert financial assistance. Emphasizes that the drinking water system is a business that should pay for itself. Topics include:

- Recordkeeping and bookkeeping
- The master business plan
- Developing the utility budget
- Basic principles in setting rates
- A brief description of accounting models and why they matter in setting rates
- Steps for evaluating the rates for a small system
- Recovering the cost of providing water
- Building customer support for rate increases
- Special rates
- The annual audit and audit red flags

TRPMCD49 **\$8.35**

Module 10: Financing Options for System Projects or Upgrades

Helps local officials' understand different types of financing options for system projects or upgrades, and how to choose the best option for their system's needs. Helps local officials understand the funding process, and the importance of using expert assistance during the funding process. Topics include:

- How maintaining financial capacity relates to financing options for system projects or upgrades
- Funding options (do it yourself, grants, loans, bonds)
- Comparing funding options
- Choosing the best option for your project or upgrade
- The funding process and the importance of using expert assistance
- Loan and grant programs (purposes, pros, and cons)

TRPMCD50 **\$7.50**

TRTPCD39/Complete Training Package (Trainer's guide with instructor's notes, transparency masters, audio cassette and PC or MAC Format Microsoft Works PowerPoint® Presentation; Participant's Manual with 10 Participant modules, including two videos, CD-ROM, "Guidebook of Financial Tools" and Resource Pack—unless otherwise requested, the PC version will be sent)..... **\$165.75**

TRPMCD40/Complete Package of Participant Modules **\$106.60**

TRPMCD51/PC Format Microsoft Work PowerPoint® Presentation **\$15.00**

TRPMCD52/Mac Format Microsoft Work PowerPoint® Presentation **\$15.00**

Module 11: Due Diligence – Small Water System Security

See **EP&S** Section, page 10, for more information.

TRPMCD62 **\$32.00**

Training Aids

Action Guide for Source Water Funding: Small Town and Rural County Strategies for Protecting Critical Water Supplies+

National Environmental Training Center for Small Communities

This booklet will be useful as a general handout for local decision-makers. It provides information about technical assistance available through the Safe Drinking Water Act (SDWA). It explains assistance available to local governments through the 1996 amendments to the SDWA and identifies key points at which local, timely input can help determine state-based water priorities. A summary of Drinking Water State Revolving Fund (DWSRF) implementation is included.

DWBLFN12/Booklet, 24 pages – 1997 **\$0.00**

Drinking Water Glossary: A Dictionary of Technical and Legal Terms Related to Drinking Water+

U.S. Environmental Protection Agency

This glossary lists hundreds of drinking water and ground-water terms and definitions that a person in the drinking water industry may find useful.

DWBLGN24/Booklet, 34 pages – 1994 **\$0.00**

Emergency Response Plan Guidelines for Small and Medium Community Water Systems <NEW

U.S. Environmental Protection Agency

See **EP&S** Section, page 9, for more information.

TRBLGN26/Booklet, 38 pages – 2004 **\$8.00**



A Guide to Asset Management for Small Water Systems <NEW

National Environmental Services Center

Asset management for water and wastewater infrastructure is a new concept for small communities. It's a strategy for minimizing the cost of owning and operating assets over time

(through better planning, risk assessment, and prioritization of assets) while continuously delivering the required and desired customer service. The introductory section of "A Guide to Asset Management for Small Water Systems" includes general information, such as reasons small systems should implement asset management and tips for getting started. The introductory section is followed by abstracts of approximately 25 resources including training opportunities, software, publications (e.g., manuals and fact sheets), informational web sites, and a list of organizations that can offer assistance and advice.

TRBLMG06/Booklet, 25 pages – 2005 **\$5.00**

NEW >

Large Water System Emergency Response Plan Outline: Guidance to Assist Community Water Systems in Complying with the Public Health Security and Bioterrorism Preparedness and Response Act of 2002

U.S. Environmental Protection Agency

See **EP&S** Section, page 9, for more information.

TRFSGN30/Booklet, 6 pages – 2003 \$1.75

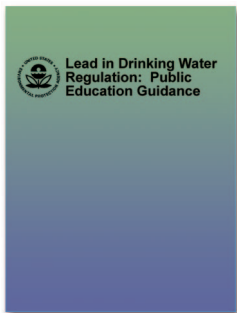
NEW >

Addendum to the Instructions to Assist Community Water Systems in Complying with the Public Health Security and Bioterrorism Preparedness and Response Act

U.S. Environmental Protection Agency

See **EP&S** Section, page 9, for more information.

TRBLGN23/Book, 6 pages – 2003 \$1.20



Lead in Drinking Water Regulations: Public Education Guidance+

U.S. Environmental Protection Agency

This book, intended for local officials, provides information on how to establish a public education program about lead in drinking water. The book is divided into

four sections and summarizes public education program requirements that water suppliers must meet to comply with federal regulations. It also describes how to develop an action plan for a public education program, and it discusses how a community-based task force can assist in creating a program. Camera-ready public education materials and sample resources are included.

DWBKRG21/Book, 52 pages – 1992 \$0.00

Montana Source Water Protection Technical Guidance

Montana University System Water Center, Montana Department of Environmental Quality, and Montana Bureau of Mines and Geology

This interactive CD-ROM assists trainers and operators of small public water systems in developing a source water protection plan. It includes a variety of multimedia components. Quizzes are provided to test the user's knowledge as well as a template that can be used to create, save, and update a source water protection plan. Computer system requirements: PC with a 486/100 MHz; Microsoft Windows® 95, 98, or NT; 14 MB hard disk space; 16 MB RAM.

TRSWOM14/CD-ROM – 1999 \$20.00

Protecting Your Groundwater Supply: Putting the Pieces Together (Video)

U.S. Environmental Protection Agency

Designed for local officials, community leaders, and water suppliers, this video discusses four strategies to put a community groundwater protection plan in place. It highlights the lessons learned from 13 groundwater protection demonstration projects in EPA Region 5. Case studies are used to address delineation, source inventories, wellhead protection, management, and public education.

TRVTGN14/Video, 27 minutes – 1996 \$15.00

Regulatory Update Reference Materials Condensed Chart

<NEW

National Environmental Training Center for Small Communities

This booklet contains tables providing a summary overview of recent and anticipated federal regulatory actions affecting smaller communities. The tables were developed using publicly available information from the EPA as of fall 2004. It is intended as a general planning tool to help technical assistance providers and small community personnel improve water and wastewater management at the community level.

TRBLRG02/Booklet, 16 pages – 2005 \$1.60

Response Protocol Toolbox: Planning for and Responding to Drinking Water Contamination Threats and Incidents

<NEW

U.S. Environmental Protection Agency

See **EP&S** Section, page 11, for more information.

TRBLGN24/Booklet, 16 pages – 2003 \$3.10

Use of the Drinking Water State Revolving Fund (DWSRF) to Implement Security Measures at Public Water Systems

<NEW

U.S. Environmental Protection Agency

See **EP&S** Section, page 11, for more information.

TRFSGN01/Booklet, 4 pages – 2001 \$0.80

The Water Board Bible: The Handbook of Modern Water Utility Management+

E. Miller and E. Ronnebaum, Kansas Rural Water Association

This handbook, intended for water boards and council members, provides information and guidance on the regulatory and financial aspects of managing a water utility. It also includes sample board problems and solutions, informational quizzes, and a reading list. The handbook is well illustrated and laid out and makes for easy and interesting reading.

TRBKMG07/Book, 96 pages – 1995 \$11.50

Training-Related Information

Drinking Water Certification for Drinking Water Operators and Maintainers

National Environmental Training Center for Small Communities

Designed for drinking water plant operators preparing for certification exams, this booklet lists state certifying agencies and state training centers. It also provides cost information and availability of self-study resources.

TRBLOM02/Booklet, 20 pages – 1999 \$3.40



Final Guidelines for the Certification and Recertification of the Operators of Community and Nontransient Noncommunity Public Water Systems; Notice

U.S. Government Printing Office

This document from the Federal Register provides states with the minimum standards for development, implementation and enforcement of an operator certification program. State responsibilities for compliance and reporting to EPA are described. State regulators, trainers, and assistance providers may use this as a resource that defines the final guideline process and standards. The document includes a summary of the notice, contacts for technical inquiries and EPA regional office staff, the background and guideline development process, certification criteria, exams, testing and recertification, minimum training requirements, stake holder involvement, program submittal process and schedule, definitions, acronyms and the penalty for failure to implement and report.

TRBLOM10/Booklet, 6 pages – 1999 \$1.20

Safe Drinking Water Act Pocket Guide and 1996 Amendments+

U.S. Environmental Protection Agency

Designed specifically for small water system owners and operators, this 1993 pocket guide explains the Safe Drinking Water Act in easy-to-understand terms. The 1996 amendments to Safe Drinking Water Act are included.

DWPKRG25/Package, 71 pages – 1993; 22 pages – 1996 .. \$0.00

Wisconsin State Drinking Water Center Study Guides

Wisconsin Department of Natural Resources

This set of seven study guides was developed for drinking water treatment plant operators preparing for certification exams. These guides list only the objectives the student needs to pass the exams. The student will need to consult

other references for the content. Topics covered include zeolite softening, volatile organic compound removal, surface water, groundwater, distribution, iron and manganese removal, and lime softening. Each guide contains sample test questions and a list of resources.

TRBKGNO7/Book, 70 pages – 1993 \$13.15

SOLID WASTE

Training Packages

Economics and Marketing of Recyclables for Small Communities

Gainer and Associates. Sponsored by the National Environmental Training Center for Small Communities

This course is designed to help recycling coordinators in small communities understand and evaluate what is needed for the effective design, operation, and marketing of small community recycling services. It is designed as a two-day course, but it is divided into five individual modules that may be delivered separately. Topics include characteristics common to small communities; costs and benefits of operating and expanding recycling services; ways to make recycling programs more efficient and reduce costs; and marketing strategies.

The trainer's guide contains guidelines to enhance training skills, instructions for preparing the training session, and notes for delivering the session. Instructional methods include lecture with overheads, role-play, discussion, trainer-directed questioning, and group exercises. The participant's materials contain information resources, case studies, worksheets, and questionnaires.

TRTPCD19/Training package (Instructor's guide, 305 pages; Participant's manual, 185 pages; 67 Overhead masters) – 1995 \$85.80

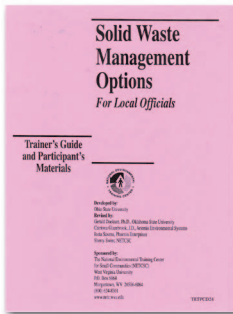
Managing Groups and Conflicts

The Americas Group. Sponsored by the National Environmental Training Center for Small Communities

The purpose of this course is to teach solid waste officials to manage groups and conflicts in public meetings and hearings, specifically those that address facility siting, permitting, enforcement, and solid waste planning and development.

The training package includes a trainer's guide, participant's manual, a train-the-trainer manual, and a train-the-trainer participant's guide. Each contains learning activities for group and conflict management, objectives, overhead masters, exercises, and worksheets.

TRTPCD05/Training package (Instructor's guide, 206 pages; Participant's manual, 75 pages; Train-the trainer manual, 66 pages; Train-the-trainer Participant guide, 32 pages; and 61 Overhead masters) – 1995 \$91.00



Solid Waste Management Options*

National Environmental Training Center for Small Communities

This course will help local officials assess their current and future needs. It includes the technical, economic, and social aspects of the decision-making process for solid waste management. Topics include recycling, composting, landfills, combustion, collection sites and routes, transfer stations, source reduction, and solid waste management planning.

The curriculum is divided into five modules and consists of an Instructor's guide and a Participant's manual. The instructor's guide contains the participant text plus instructional notes and overhead masters. The Participant's manual contains practical information about solid waste management, and includes checklists, case studies, and exercises.

The 70-page book, Full Cost Accounting for Municipal Solid Waste Management, serves as a companion to this curriculum. (See page 32.)

TRTPCD24/Complete Package (Trainer's guide, 252 pages; 82 Transparency masters; Participant materials; PC or MAC Microsoft Word PowerPoint® Presentation) – 2001 ... \$85.80

TRTPCD64/Complete Package on CD-ROM \$45.50

TRPMCD25/Participant's Materials \$59.80

TRSWCD53/Microsoft Word PowerPoint® Presentation (PC Format) – 2001 \$10.00

TRSWCD26/Microsoft Word PowerPoint® Presentation (MAC Format) – 2001 \$10.00

Reducing Commercial and Industrial Solid Waste

Department of Biological and Agricultural Engineering, North Carolina State University. Sponsored by the National Environmental Training Center for Small Communities

The purpose of this course is to train community solid waste managers to help businesses and industries with waste reduction and recycling. Instructional methods include lecture with overheads, role-play, discussion, trainer-directed questioning, and group exercises.

The trainer's guide contains guidelines for enhancing training skills and information and suggestions to help prepare for delivering the course. Slides with narration are included. The participant materials offer information resources, case studies, planning worksheets, sample company contact letters, and questionnaires. It also includes volume-to-weight conversion factors, U.S. waste exchanges, a glossary, resources, and references.

TRTPCD13/Training package (Instructor's guide and participant's manual, 224 pages, 35 Slides) – 1995 \$93.60

TRTPCD14/Trainer's Guide, CD-ROM \$59.80

TRPMCD15/Participant's manual, 156 pages - 1995 ... \$52.00

Training Aids

Business Guide for Reducing Solid Waste

U.S. Environmental Protection Agency

This guide provides information to help medium- to large-sized businesses develop, implement, and evaluate waste reduction programs. It contains worksheets and instructions for members of a waste reduction team in businesses, governments, and other organizations.

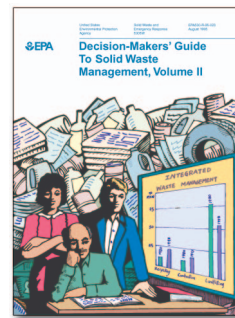
TRBKM01/Book, 76 pages – 1993. \$0.00

A Collection of Solid Waste Resources NEW

U.S. Environmental Protection Agency

This CD-Rom contains more than 300 publications on hazardous and non-hazardous waste. The documents are searchable, listed alphabetically by topic, and many are in Spanish. The publications cover numerous topics, including recycling and reuse, buying recycling, hazardous waste management, composting, and used motor oil. It also includes a wide variety of educational materials for youth.

TRCDPE14/CD-ROM – 2000 \$0.00



Decision Maker's Guide to Solid Waste Management

U.S. Environmental Protection Agency

Developed for solid waste management practitioners, this book provides technical and economic information to help meet the challenges of planning, implementing, managing, and operating municipal solid waste programs and facilities. Topics include public education and involvement, facility siting, collection and transfer, source reduction, recycling, composting, combustion, and land disposal.

TRBKM02/Book, Second Edition, 343 pages -1995... \$67.60

Down with Dumps (Part 1) Making a Better Community Landfill in Rural Alaska

Alaska Department of Environmental Conservation: Division of Environmental Health Solid Waste Program supported by British Petroleum Exploration

This video provides information for regulatory officials, local officials, consulting engineers, operators and maintainers, tribes, and the general public. It identifies problems and issues associated with landfills and offers recommendations.

CONTINUED >>>

The video also provides information related to the types of waste that make up landfills, definitions of a solid waste management plan, and a solid waste management plan implementation in a rural setting in Alaska. Much of the material included may be relevant in other states as well.

Topics include non-hazardous waste, hazardous and toxic waste, leachate process, and solid waste management plans.

TRVTOM12/Video, 16 minutes – 1998..... \$10.00

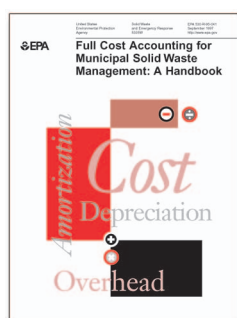
Down with Dumps (Part 2) Rural Landfills Design and Operations

Alaska Department of Environmental Conservation: Division of Environmental Health Solid Waste Program supported by British Petroleum Exploration

This video provides information for regulatory officials, local officials, consulting engineers, operators and maintainers, tribes, and the general public. The video focuses on helping individuals understand key factors that are relevant to landfill design and operation in rural Alaska. Much of the material included may be relevant in other states as well. The approach taken is to provide an outline of a landfill design and illustrate how solid waste is disposed of properly.

Down with Dumps Part 2 promotes landfill operations and design in rural communities. Landfill design, including the collection, storage, and treatment of waste products, is discussed. Topics include: landfill design, reducing solid waste volume, associated costs, management and safety issues, collecting waste, landfill costs, and closing the landfill.

TRVTOM13/Video, 34 minutes – 1998 \$15.00



Full Cost Accounting for Municipal Solid Waste Management

U.S. Environmental Protection Agency

This handbook was developed to help solid waste managers and local officials implement full cost accounting (FCA)—a systematic approach for identifying, summing,

and reporting the actual costs of solid waste management. It addresses municipal solid waste management costs, the costs to the public, and adapting business-like approaches. Topics include compiling FCA data, allocating costs, and reporting FCA data. Case studies throughout the book show how communities across the country have implemented FCA.

TRBKFNO5/Book, 70 pages – 1997 \$0.00

Landfill Technical Guidance Manual

Massachusetts Department of Environmental Protection

This guidance manual was developed to help landfill owners and operators in Massachusetts better understand

landfill construction, operation, assessment, and closure methods to protect the health and safety of the public and the environment. The technical guidance section covers design and construction and quality assurance/quality control of liners and final covers, environmental monitoring systems, surface water control, and closure and post-closure guidance. It also addresses financing, fees, accounting considerations, and contracting. Eleven appendices provide sample tests, checklists, site assessments, sample requests for proposals, fee programs, and budgets. References and a glossary of terms are provided.

TRBKPE04/Book, 245 pages – 1993 \$45.80



Making Solid (Waste) Decisions with Full Cost Accounting

U.S. Environmental Protection Agency

<NEW

This booklet explains what full-cost accounting is and how it works, along with its benefits and potential barriers. It also provides snapshot examples of how communities across the country are using full-cost accounting to improve their municipal solid waste operations.

TRBLMG04/Booklet, 12 pages – 1996 \$0.00

Media Interviewing Skills for Recycling Coordinators

Golin-Harris Communications, Inc.

Designed for recycling coordinators, this booklet offers tips on how to prepare for a successful television, radio, or newspaper interview. It provides checklists of do's and don'ts during interviews, how to handle difficult questions, and when to use the "no comment" option. It also covers anticipating questions, defining your message and the audience, phrasing and rehearsing, and taking control of the interview.

TRBLGN09/Booklet, 40 pages – 1992..... \$7.50

Municipal Solid Waste Planning Guides

Pennsylvania Department of Environmental Resources, Bureau of Solid Waste Management

This series of guides was developed to help municipal officials, solid waste association members, and private sanitary landfill operators plan and meet the requirements under the *Pennsylvania Solid Waste Management Act*.

Estimating Composition and Quantities of Solid Waste Generation (Guide 1)

This guide explains the procedures for estimating waste characteristics to determine waste quantity and composition and energy content. The information can provide a basis for establishing the size of a landfill or processing system suitable for a community. It covers desktop calculations and field sampling.

TRBLOM04/Booklet, 65 pages – 1992 \$13.50

Estimating Solid Waste Transportation Costs (Guide 2)

This guide explains the procedures for estimating solid waste transportation costs to evaluate transfer station feasibility, aid in locating disposal sites, and help with resource recovery facility assessment.

TRBKFN01/Booklet, 57 pages – 1992..... \$11.65

Determining the Feasibility of Resource Recovery (Guide 3)

This guide covers the importance of the waste supply to the project, existing solid waste disposal/processing system costs, marketing potentials, costs for resource recovery systems to service small- and medium-sized communities, and evaluating data.

TRBKG15/Book, 73 pages – 1996..... \$14.65

Determining the Economic Feasibility of a Solid Waste Boiler (Guide 4)

This guide provides information about ways local industries and institutions evaluate the availability of waste for use as boiler fuel and determine the physical characteristics of the potential waste fuel. Topics covered include determining energy demands, waste fuel equivalents compared to conventional fuel, identifying waste quantities and availability, waste supply commitments, and equipment considerations. An overview of the environmental effects of permit considerations of waste-fired boiler systems also is provided.

TRBKFN04/Book, 76 pages – 1992..... \$14.95

Nuts and Bolts of Pay-as-You-Throw Video Conference

U.S. Environmental Protection Agency

This videoconference is part of the EPA's national effort to promote the Pay-as-You-Throw program that gives residents incentives to reduce the amount of trash they generate. (See Pay-as-You-Throw Tool Kit below.) Broadcast to more than 300 downlink sites in the U.S., the videoconference addresses costs of solid waste services, recycling, composting, and source reduction. Five panelists include representatives from U.S. communities that have implemented successful Pay-as-You-Throw programs. The panelists discuss common problems their communities faced, outreach programs, price structures, container options, hauling issues, illegal dumping, and educating the community.

TRVTPE06/Video, 120 minutes – 1997..... \$13.35

Pay-as-You Throw Tool Kit

U.S. Environmental Protection Agency

Developed to provide information to communities working to solve solid waste management challenges, this tool kit explains the steps involved in implementing EPA's national Pay-as-You-Throw program. Also known as unit pricing, the program is designed to encourage waste

reduction by charging residents for solid waste services based on the amount of trash they generate.

Packaged in a three-ring binder, the tool kit contains the following materials to help implement and design a Pay-as-You-Throw program:

- Two guidebooks, Pay-as-You-Throw: Lessons Learned about Unit Pricing and The Consumer's Handbook for Reducing Solid Waste;
- A workbook with presentation and outreach materials;
- Two software packages that can help calculate the rates for a community's Pay-as-You-Throw program;
- A Municipal Solid Waste Fact Book that contains facts, figures, tables, and other information about municipal solid waste; and
- A unit pricing video that focuses on six communities in Iowa that have implemented successful programs.

TRPKTR12/Package (Video, 34 minutes; 2 Guides; Fact book; Software) – 1996..... \$0.00



Waste Transfer Stations: Involved Citizens Make the Difference

<NEW

U.S. Environmental Protection Agency

This booklet explains what a waste-transfer station is, what the benefits are, and what concerned citizens can do to make sure that waste transfer stations are properly developed and operated. It includes several case studies that describe individual communities' experiences with transfer stations, a list of additional resources, and a list of state solid waste contacts.

TRBLPE15/Booklet, 24 pages – 2001..... \$0.00

Municipal Solid Waste in the United States: 2001 Facts and Figures Executive Summary

U.S. Environmental Protection Agency

This report describes the national municipal solid waste (MSW) stream based on data collected from 1960 through 2001. This historical perspective is useful for establishing trends in types of municipal solid waste generated and the ways that it is managed. The report describes the methodology used to characterize MSW in the U.S. and provides the latest facts and figures on MSW generation, recycling, and disposal.

TRBLGN27/Booklet, 16 pages – 2002..... \$0.00

TRAINING AND ADULT EDUCATION

Annotated Bibliography for Training Evaluation

National Environmental Training Center for Small Communities

This booklet provides an annotated bibliography of training evaluation resources from journal articles and books/reports from selected literature. Resources referenced in the bibliography cover a range of training evaluation-related topics.

TRBLGN13/Booklet, 11 pages – 1996. \$2.10

Computer-Assisted Instruction in Environmental Training

George Maughan, Ed.D., and Marie Hoepfl, Ed.D. Sponsored by the National Environmental Training Center for Small Communities

This booklet examines the use of computer-based technology as a teaching tool in environmental training. It covers the advantages and limitations of computer-based technology, whether computer-assisted instruction is appropriate for specific training, and how to develop computer-assisted learning tools. The appendices include a computer-based aid, training decision, and an outline of instructional design factors applied to computer-based training.

TRBLTR07/Booklet, 18 pages – 1994. \$3.40

Coping with Varied Entry-Level Skills: Tailoring for All Learners

Training Consultants, Inc.

This booklet was designed to help trainers plan for and conduct training sessions that have participants with varied entry-level skills in water, wastewater, and solid waste. It covers assessing entry-level skills, tailoring presentations and exercises for the various skill levels, and assigning work. Sample exercises are included.

TRBLTR11/Booklet, 18 pages – 1996 \$15.00

Distance Learning and Environmental Training: A Resource Guide

National Environmental Training Center for Small Communities

This book discusses organizations that offer distance learning course methods used in environmental training. It may be used by environmental trainers interested in developing and/or delivering distance learning training and may assist trainers in selecting the most effective distance learning method for the subject being taught.

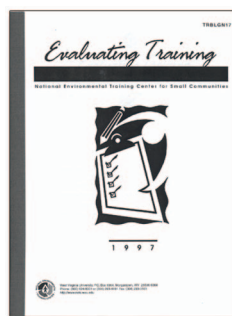
TRBLGN19/Book, 50 pages – 2000 \$9.40

Evaluating the Results of Environmental Training

George Maughan, Ed.D., and Marie Hoepfl, Ed.D. Sponsored by the National Environmental Training Center for Small Communities

This booklet addresses the role of evaluation in training. It covers types of evaluation, measuring effectiveness, and evaluation techniques.

TRBLTR03/Booklet, 20 pages – 1994. \$3.80



Evaluating Training

National Environmental Training Center for Small Communities

This booklet contains evaluation-based articles from *E-train*, NETCSC's newsletter about environmental training issues; an annotated bibliography; NETCSC's 1996 Training Survey which includes evaluation practices of 48 environmental organizations across the U.S.; and sample instruments submitted by environmental training organizations.

TRBLGN17/Booklet, 33 pages – 1997 \$6.20

Formative Evaluation of Environmental Training Programs

George Maughan, Ed.D., and Marie Hoepfl, Ed.D. Sponsored by the National Environmental Training Center for Small Communities

This booklet addresses the formative evaluation process, which is conducted during the design and development phase of a program to improve the quality of the training. The booklet identifies various formative evaluation techniques and provides case studies to explain them. A short glossary and suggested formative evaluation questions are provided.

TRBLTR08/Booklet, 19 pages – 1993. \$3.80

Instructional Design Considerations for Environmental Training

George Maughan, Ed.D., and Marie Hoepfl, Ed.D. Sponsored by National Environmental Training Center for Small Communities

This booklet addresses instructional design for training. It covers the task analysis process and performance objectives, outlines instructional design models and conditions that facilitate learning, how to select and develop training materials, and characteristics of adult learners.

TRBLTR04/Booklet, 15 pages – 1994. \$2.90

Interactive Video in Environmental Training

George Maughan, Ed.D., and Marie Hoepfl, Ed.D. Sponsored by the National Environmental Training Center for Small Communities

This booklet examines using computer-based interactive videodisc technology in environmental training. It addresses interactive videodisc instruction, costs, and issues to consider when deciding if this technology is appropriate for specific instruction.

TRBLTR06/Booklet, 20 pages – 1993..... \$3.80

NETCSC Training Skills Handbook

National Environmental Training Center for Small Communities

This book is a compilation of training skills articles from *E-train*, NETCSC's newsletter about environmental training issues. Topics covered include adult education, designing and developing curricula, using training aids, and evaluating training.

TRBKTR13/Book, 59 pages – 1998..... \$11.05

Questioning Techniques for Trainers: Developing Critical Thinking

Training Consultants, Inc.

This handbook provides a brief overview of questioning techniques that trainers can use to help trainees think critically and analyze information. It discusses the training room, critical thinking, and cognitive skill levels. It also addresses ways to develop, ask, and follow up on questions. Sample questions and a worksheet are provided.

TRBKTR01/Handbook, 16 pages – 1996..... \$19.50

Summative Evaluation of Learners in Environmental Training

George Maughan, Ed.D., and Marie Hoepfl, Ed.D. Sponsored by the National Environmental Training Center for Small Communities

This booklet provides an overview of summative evaluation, which focuses on the outcome of training that has already occurred. It identifies current literature on training evaluation research, describes common evaluation techniques, and provides suggestions for evaluating training programs.

TRBLTR09/Booklet, 22 pages – 1993..... \$4.20

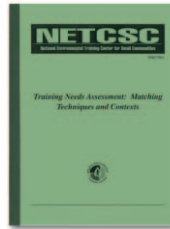
Teleconferencing in Environmental Training

George Maughan, Ed.D., and Marie Hoepfl, Ed.D. Sponsored by the National Environmental Training Center for Small Communities

This booklet focuses on the use of teleconferences for environmental training. It identifies different formats, explains the advantages and disadvantages of teleconfer-

ences, and outlines issues for trainers who are considering using teleconferences for training.

TRBLTR05/Booklet, 19 pages – 1994..... \$3.60



Training Needs Assessment: Matching Techniques and Contexts

George Maughan, Ed.D., and Marie Hoepfl, Ed.D. Sponsored by the National Environmental Training Center for Small Communities

This booklet provides an overview of the importance of conducting needs assessments when planning a training program. It discusses common training needs assessment techniques and five criteria to use to select the right assessment technique.

TRBLTR02/Booklet, 22 pages – 1994..... \$4.20

Trends in the Production and Use of Video in Environmental Training

The National Environmental Training Center for Small Communities

This document discusses and compares trends in the production and use of video in environmental training, with the recommendations from training experts regarding methods and program formats that should be used in video programs to achieve effective skill oriented performance-based training.

The document has two main sections: (1) Background and, (2) Videos used in Environmental Training. The Background section discusses the learner's relationship with the video medium, the different video designs used for environmental training, domains of learning (cognitive, affective, psychomotor), skill-based training, performance-based objectives, various training methods and video formats used. The Videos used in Environmental Training section discusses various types and content of videos addressing solid waste, wastewater, and drinking water training.

The trends discussed were derived from reviewing abstracts of videos on environmental topics and training through sources available at West Virginia University and the National Environmental Training Center for Small Communities. Appendix A of the document has a list of these videos and sources.

TRBLTR10/Booklet – 1997..... \$3.75

Videoconference Techniques for Environmental Trainers

George Maughan, Ed.D., Training Consultants, Inc.

Environmental trainers are leading the way for their organizations to use existing videoconferencing systems or assist in the creation of such systems in their state. This booklet is

CONTINUED >>>

designed to guide decision-making, planning, adoption and use of videoconferencing. It will assist the trainer with network and curriculum planning, technology characteristics, delivery options, adaptation of visuals and activities, learner attitudes, equipment set up, and interactive strategies. A partial listing of videoconferencing systems and equipment as well as a glossary of key words is included. This resource is used as a workbook in the two-way video-conference course: "Training Adults in Remote Classrooms: Demystifying Distance Delivery," offered by the National Environmental Training Center for Small Communities."

TRBLGN21/Booklet, 27 pages – 2001 \$15.00

1995 Small Community Environmental Training Trends and Issues

The National Environmental Training Center for Small Communities

Five top environmental trainers discuss the changing issues and trends in environmental training in this report. Topics include technology, availability of training dollars, regulations, evaluation, and small town environmental training quality versus dollars spent. Trainers can use the report as a reference to identify environmental training trends and issues. It also can serve as a catalyst for further identification and discussion of small community environmental problems facing communities, environmental trainers, and technical assistance providers.

TRBLGN10/Booklet, 24 pages – 1995..... \$3.75

1994 Small Community Environmental Training Trends and Issues

The National Environmental Training Center for Small Communities

This report is the result of NETCSC's survey of 41 training experts on issues and trends in small community environmental training. It addresses quality, relevance, accessibility, and affordability of small community environmental training programs for wastewater, drinking water, and solid waste.

TRBLGN05/Booklet, 21 pages – 1994 \$3.05



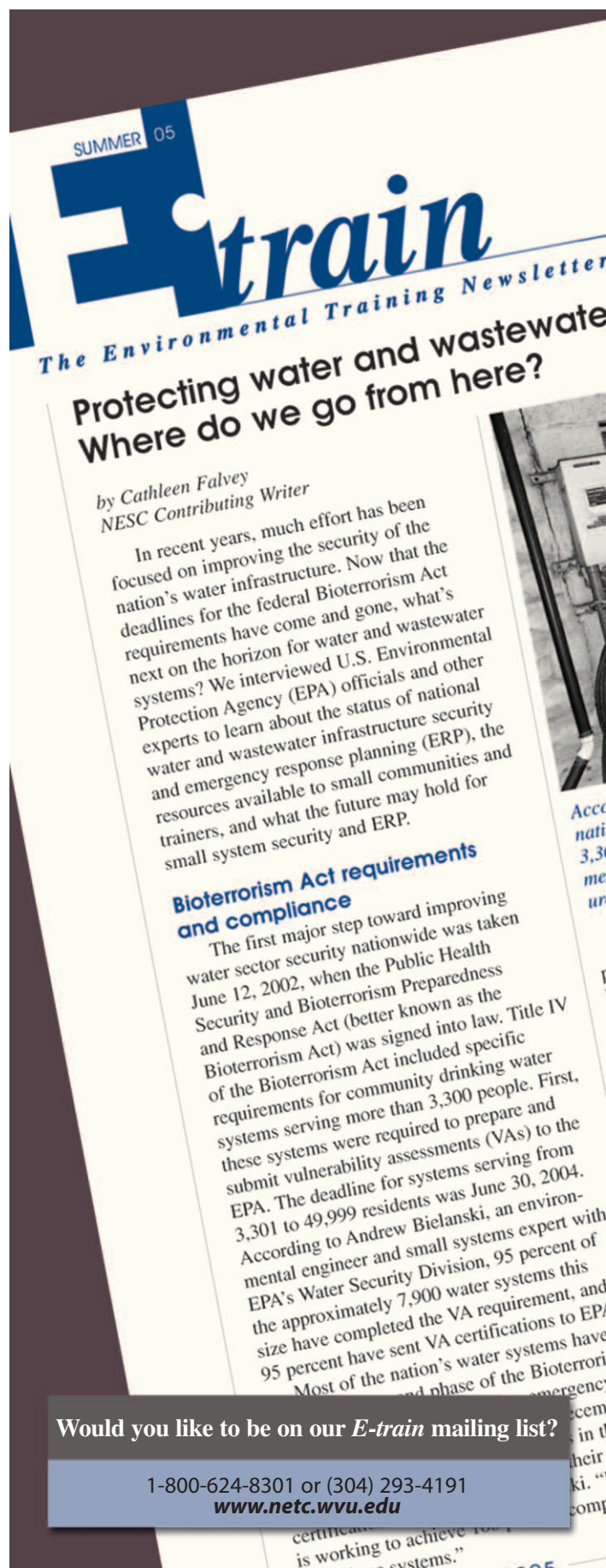
1992-2004 Index of E-train Articles

The National Environmental Training Center for Small Communities

This index contains an overview of E-train articles, listed by topic, that appeared in the winter, spring, summer,

or fall 1992-2000 issues. E-train is a free quarterly newsletter published by the National Environmental Training Center for Small Communities for environmental trainers, and training organizations in the areas of wastewater, drinking water, solid waste, and environmental management.

TRBLIN01/Booklet, 36 pages – 2000..... \$0.00



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