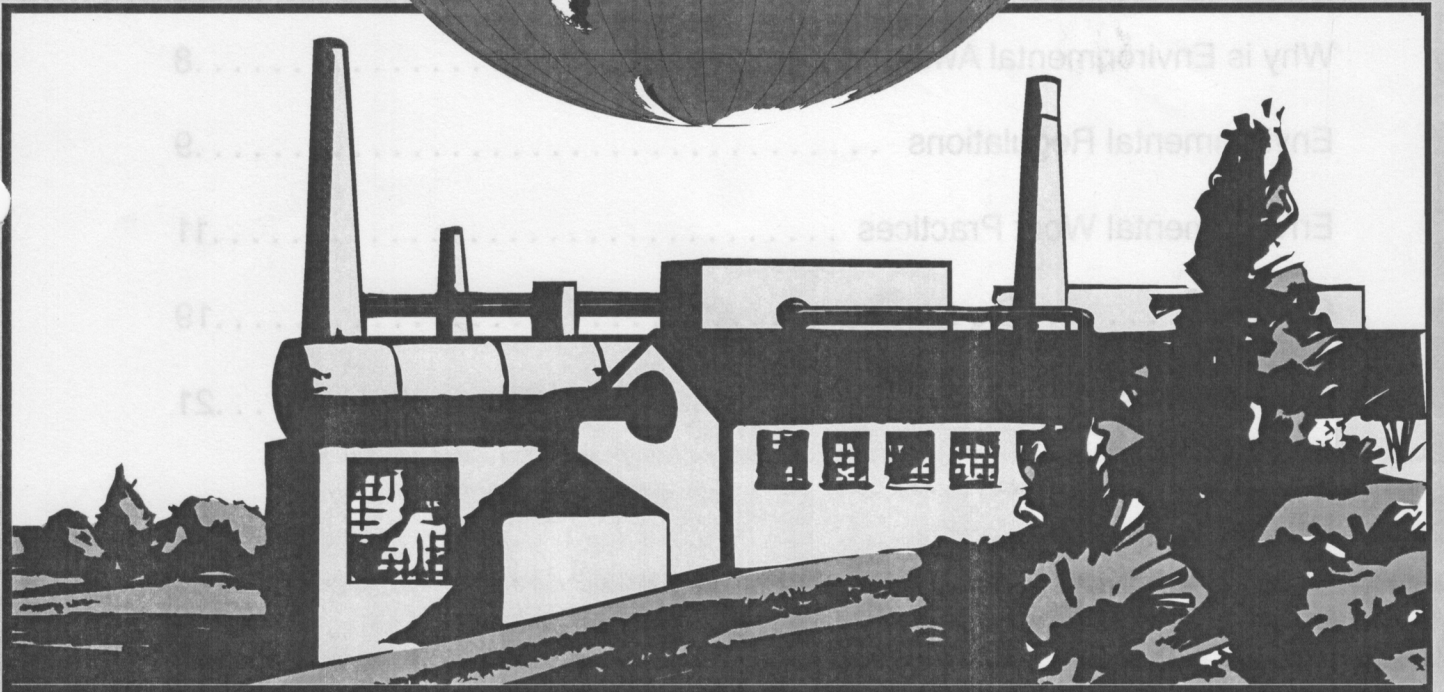


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ENVIRONMENTAL AWARENESS



Facilitator Guide

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Overview

Since the advent of the industrial revolution, society has made tremendous advancements in technology and productivity. Along with this has come an increased knowledge and awareness of the effects these advancements have had on our environment.

This program, "Environmental Awareness," creates an awareness for the importance of environmental awareness in every aspect of an employee's job function, the scope of regulatory requirements, and practices to ensure a healthy and safe environment. Employees will learn what they can do to minimize waste in their facility, including...

- ◆ storing and handling materials properly . . .
- ◆ disposing of all materials properly . . .
- ◆ following safe work procedures . . .
- ◆ recycling materials you use . . .
- ◆ reporting spills . . .
- ◆ using good housekeeping practices . . .
- ◆ using the minimum quantity possible of a hazardous material for the job . . .
- ◆ using recycled and non-hazardous materials when possible . . .
- ◆ conserving natural resources and utilities.

Federal, state and local laws require companies to monitor and report the type and quantity of emissions, discharges and disposals into the environment. Compliance with these regulatory requirements involves ensuring that everyone is aware of the effects their actions have on your facility's efforts at meeting those requirements.

But a proactive environmental approach is also good economic and business sense. It provides environmentally safe and healthy work conditions. It helps provide a quality standard of life. And it maintains your position as a valued neighbor in the community.

Train the Trainer

Stress the purpose and goals of training.

Adults want training to solve a particular problem, to be practical, and to relate to everyday experiences. Adults are goal oriented. Because they want training to solve a particular problem, most adults are more concerned with learning specific topics that relate to them rather than broad or general subjects. State the purpose of training in a clear, specific manner -- whether it's to cut costs, increase production, improve quality, improve working conditions, etc. Review the goals and objectives of the training so adults know what is expected of them.

Organize training time efficiently.

In today's busy work climate, it can be difficult to find the time needed for training. Because of this, it is important that when you do schedule training sessions you are organized and well prepared to use your time efficiently. Whether you use Summit's suggested Lesson Plan or not, it is very important to have a game plan prepared that you can implement with relative ease. This ensures that time spent in training is productive and beneficial for everyone.

Capture their attention.

An adult's attention is often divided between family, work, friends, sports, and other people and activities. Training often needs to be interesting and compelling to compete with these outside interests. To help motivate learners, give them specific evidence that their effort makes a difference, and provide feedback on their progress. Also, remember that the first experience with a new subject usually forms a lasting impression on the learner. By making that experience a positive one, you can help ensure your audience retains the information learned.

Make new learning experiences pleasant.

For some adults, past experiences with education were unpleasant and not helpful. Adults learn best when they feel comfortable. By making the learning environment open and friendly, you can help adults to feel secure in their new learning experience. Also offer support and feedback as often as possible, and be ready to provide extra attention to those who may require it.

Answer questions.

When most adults learn new information that conflicts with what they already know, they are less likely to integrate those new ideas. It is very important to make sure participants fully understand the training and do not have any unresolved questions. Provide for a question and answer period so participants can resolve those questions and/or answer questions throughout the training session.

Room Setup

The key to any successful training program is to be well-organized and knowledgeable about your subject. These steps for ROOM SETUP are designed to help you prepare the training environment to get the best results for your training session.

Room and Supplies

- Will everyone be able to see the video from their seats? Try arranging the chairs in a half circle instead of in straight rows. Many education experts agree that the standard classroom setup with chairs arranged in rows and a lectern in front is least conducive to the learning environment.
- Is lighting adequate for reading the workbook? Poor lighting damages the eyes and can frustrate employees' efforts to participate.
- Is the temperature at a comfortable setting? A setting that is too cold or warm may cause participants to lose attention in the training session.
- Bring enough pens and pencils for all employees during the training session.
- Are all supplies and equipment in place and functioning properly (i.e., video player, monitor, blackboard, chalk, paper and pens/pencils, workbooks, etc.)

Video Equipment

- Make sure the monitor is hooked up properly to the video player. If you are using a television, is the TV on the right channel? It will operate on either channel 3 or 4, depending on the setting of your VCR.
- Adjust the color and volume to the right settings. Will everyone be able to hear the video from their seats?
- Do you have the correct format of videotape for the equipment you are using?
- Make sure the tape has been rewound.

Lesson Plan

As a qualified trainer, your job is to effectively communicate a great deal of information in a well-organized manner. By preparing a lesson plan, you can ensure that each minute of the training session is productive. Summit has provided a suggested Lesson Plan for your use.

1. Introduce the topic and purpose of training

Research proves that audience retention is higher when programs are given a brief introduction before viewing them. Prepare an introduction which explains the reasons for training and what will be taught. Adult learning is very goal-oriented and adults learn best when they know the purpose of their training and what is expected of them. Sample introduction:

"In today's business world, environmental awareness is an important part of every job function. It should be implemented into every task you perform. In this video, you'll learn why environmental awareness is important and some important proactive procedures you can take to prevent pollution in your environment. After the video, we'll discuss the importance of environmental awareness at our facility."

2. Show the video: "Environmental Awareness"

3. Discussion and Demonstration

The following topics are designed to increase participation in the training session and to help you relate the training to your facility. They can be used as discussion questions or as exercises to demonstrate skills learned.

- Explain specific waste minimization procedures at your facility.
- Demonstrate proper container and material handling procedures.
- Explain disposal procedures at your facility.
- Identify materials that are recycled in your facility and the location(s) of recycling bins.
- Discuss ways to conserve energy and natural resources at your facility.

4. Use Handbooks to Reinforce Training

The handbooks increase comprehension and reinforce the information learned in the video program by explaining the main points and expanding on the original material. For increased employee retention, go over one section at a time and stop to answer questions. The quiz at the back of the Facilitator Guide is provided to document employee comprehension. Answers to the quiz are on the inside back cover.

5. Questions and Answers

Frequently Asked Questions

Who is responsible for enforcing environmental regulations?

The Environmental Protection Agency (EPA) is a federal agency that was formed in 1970 to protect the land, air and water from pollution. The EPA monitors environmental quality and attempts to control pollution. Besides the federal requirements for the environment, there are state and local regulations and requirements.

How do environmental regulations affect our facility?

Basically, environmental regulations require companies to monitor and report the use and storage of hazardous materials and the amount of emissions into the air, discharges into waterways, and disposals into landfills. These regulations can affect your facility in a number of ways, including . . . regulating and limiting the types of emissions, discharges and disposals they make into the environment, and the types of materials used and their quantities, procedures for spill cleanups, and reporting of all emissions, discharges and disposals.

What can I do?

Environmental awareness means that every person must do his or her part to promote a safe and healthy environment. There are many things you can do to help prevent pollution in your environment, including . . . recycling materials and using recycled or non-hazardous materials . . . using the minimum quantity possible of a hazardous material for the job . . . disposing of all materials properly . . . reporting spills immediately . . . conserving natural resources and utilities . . . storing and handling materials properly . . . following safe work procedures . . . and using good housekeeping practices to keep your environment clean.

What about off-the-job?

It's important to remember that environmental awareness and pollution prevention are just as important off-the-job. Recycle materials whenever possible. Be an environmentally friendly shopper. Properly dispose of your waste materials. Follow good housekeeping practices. And conserve energy and natural resources.

Introduction

The study of the effects of our lifestyle and productivity on the environment has been ongoing for many years. In fact, one of the first articles published on environmental impact on the world's food supply was written by Thomas Malthus, an Englishman, in 1798.

In the modern business world, your facility must comply with the various federal, state and local regulatory requirements. They require your facility to monitor and report the types and quantities of emissions, discharges and disposals made into the environment. That's why it is so important that you are aware of the effects your actions could

have on your facility's efforts at meeting those requirements.

Environmental awareness should be a part of every task you perform. Complying with government regulations is important. But it's also the right thing to do. Healthy environmental practices are a part of being a good community neighbor.

The key to success is waste minimization. In this training program, you will learn safe environmental practices designed to promote a clean, healthy, and safe environment -- both on- and off-the-job, including . . .

- ◆ Why is Environmental Awareness Important?
- ◆ Environmental Regulations
- ◆ Waste Minimization Techniques, such as . . .
 - proper container and material handling
 - proper disposal
 - recycling materials
 - good housekeeping practices
 - conservation of natural resources
 - and more.

It is important that you understand and respect the potential hazards for the materials you work with. Follow established safe work practices and good housekeeping practices. If you have any questions about a hazardous substance, ask your supervisor, team leader, or environmental specialist.

Environmental Awareness is Everyone's Responsibility.

Why is Environmental Awareness Important?

In today's competitive global market place, it is important that environmental awareness be a part of each task you perform. Just one environmental incident can severely harm the environment, damage a company's reputation, and cost millions of dollars.

Your role in minimizing waste is important in helping your facility to comply with the various government regulations. It's also a very important part of being a good community neighbor. To succeed, every person must do his or her part to promote a safe and healthy environment.

What Can You Do?

This can include . . . storing and handling materials properly . . . disposing of all materials properly . . . following safe work procedures . . . recycling materials you use . . . reporting spills . . . using good housekeeping practices . . . using the minimum quantity possible of a hazardous material for the job . . . using recycled and non-hazardous materials when possible . . . and conserving natural resources and utilities.



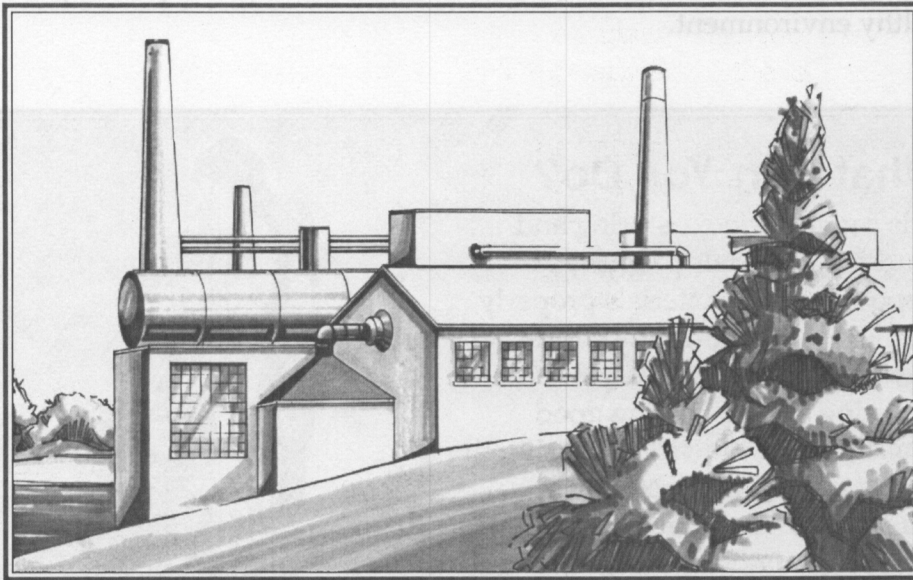
Environmental awareness also involves being able to recognize when something is not right. Whether it's a leaking valve, flow rates that are too high or low, or an excess of materials or waste in storage . . . your awareness of the situation can prevent an environmental incident. If you notice something not operating properly, contact your supervisor or team leader. It's important to remember that environmental awareness and waste

minimization are just as important off-the-job. By making environmental awareness a part of the tasks you perform, both on- and off-the-job, you can help to create a cleaner, healthier and safer environment. The section on Environmental Work Practices will explain ways you can implement environmental awareness on- and off-the-job.

Environmental Regulations

Concern for the environment has evolved into a professional discipline with federal, state and local regulations and requirements. As new technologies and advancements occur and more information is available, procedures and practices that we once thought to be safe are no longer allowed.

The Environmental Protection Agency, EPA, is an independent federal agency that was formed in 1970 to protect the land, air and water from pollution.



The EPA monitors environmental quality and attempts to control pollution caused by toxic substances, solid wastes, pesticides, and other harmful substances. It has established special programs in air and water pollution, hazardous wastes, and toxic chemicals. The EPA also sponsors research aimed at developing new technologies for pollution control.

Some EPA regulations include the Clean Air Act, the Resource Conservation and Recovery Act, the Clean Water Act, and Sara Title III.

Basically, regulations like these require companies to monitor and report the use and storage of hazardous materials and the type and amount of emissions into the air, discharges into waterways, and disposals into landfills.

Other countries have similar governing agencies and regulations.

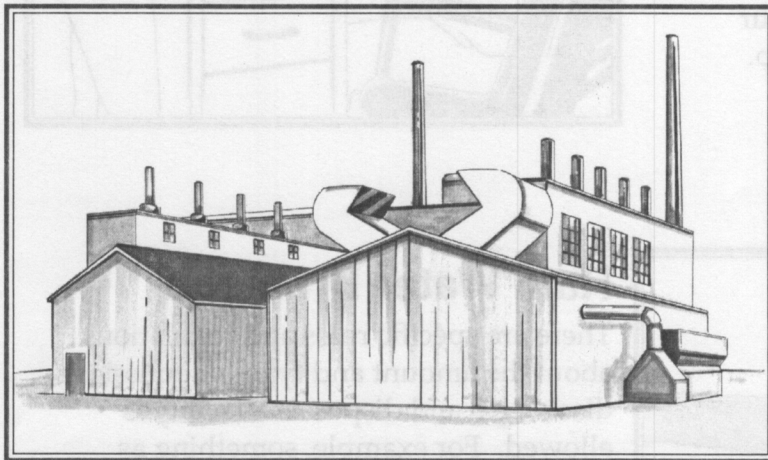
Environmental Regulations

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Air Regulations

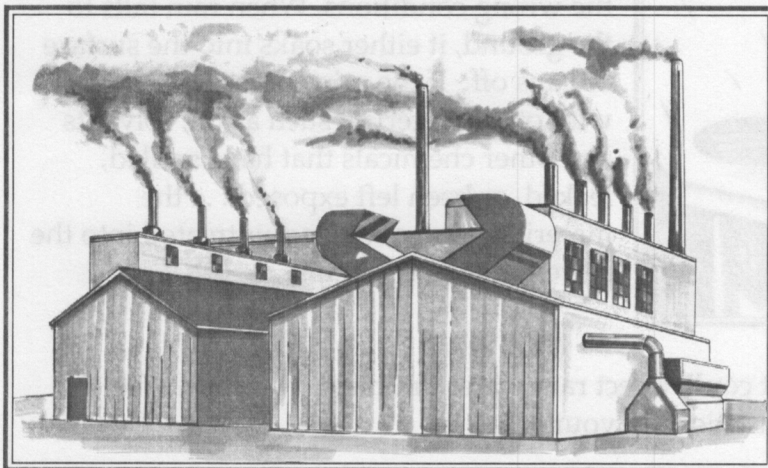
Some of the more complex and far reaching regulations are the local, state and federal air regulations your facility must follow every day. One of the most far reaching air regulations ever passed is the Clean Air Act. The Clean Air Act consists of 11 titles that address the issues of air quality. It requires facilities to identify all air emissions, meet emission requirements, and develop monitoring, recordkeeping, and reporting systems to measure emissions.

Air regulations can be broken into two groups: attainment regulations and non-attainment regulations.



Attainment Regulations

Attainment applies to facilities located in clean air areas. Because the air in these environments is not considered "dirty," the goal of attainment regulations is to keep the air clean -- or to maintain the quality of air.



Non-attainment Regulations

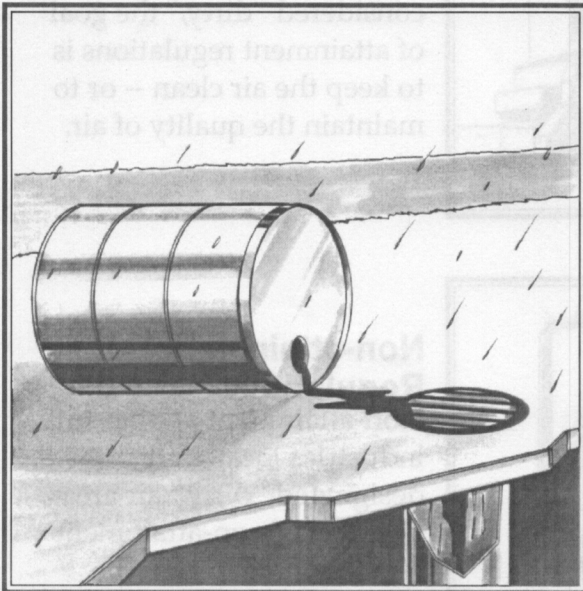
Non-attainment applies to industries located in designated "dirty" air areas. The goal of non-attainment regulations is to turn the dirty air areas into clean air areas.

Environmental Work Practices

One of the most important elements of environmental awareness is waste minimization. Waste minimization reduces emissions into the air, discharges into sewage systems and waterways, and disposals into landfills.

There are many ways, both on and off the job, which you can help to minimize waste in your environment.

An important point to remember about environmental awareness is . . . if you are not sure about something, ask your supervisor or team leader for help.



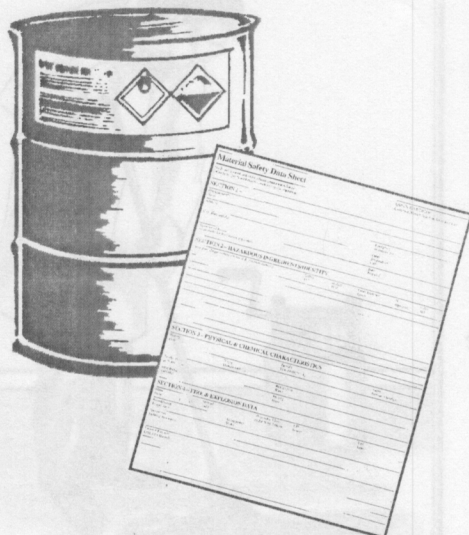
Rain Water Drainage

There are specific rules and regulations about the amount and types of emissions, discharges and disposals a facility is allowed. For example, something as common as rain could create a problem in the wrong conditions. When rain falls to the ground, it either soaks into the surface or runs off. If the rain comes in contact with other materials such as oil, solvents and other chemicals that have spilled, leaked, or been left exposed . . . the materials can be washed untreated into the sewer or storm systems.

If your job involves materials that could affect rain water drainage, you should be familiar with the storm water regulations in your area.

Environmental Work Practices

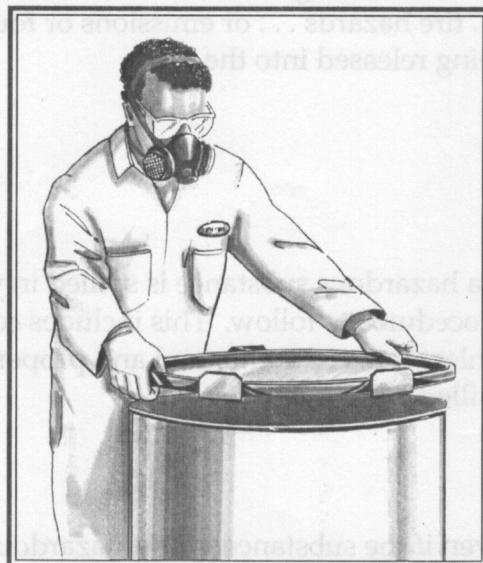
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Container and Material Handling

How you handle hazardous materials and their containers can have an effect on the environment. Make sure you understand the physical and chemical properties of the materials you handle or are exposed to. Material Safety Data Sheets and container labels can provide much of this valuable information.

All containers should be properly labeled -- even if they are empty. The container should always be closed or covered, unless it is actively being used. This prevents substances and debris from entering the container and keeps vapors and other emissions from escaping.

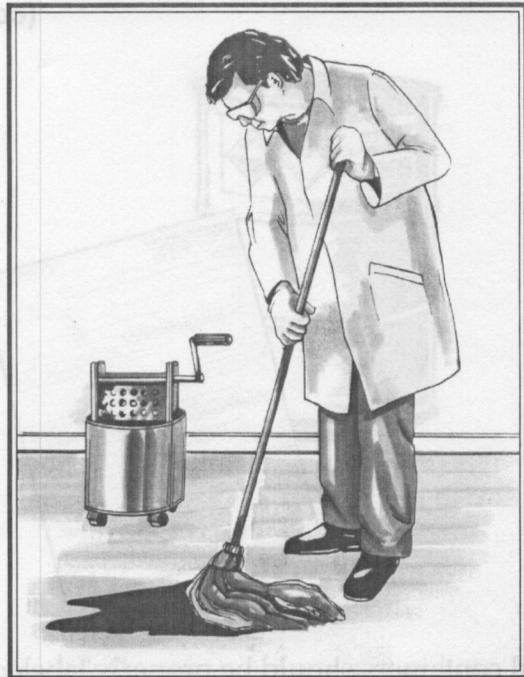


A container should only be used for its intended purpose. When a hazardous substance is combined with a non-hazardous substance, the entire contents of the container are now considered hazardous waste.

Good Housekeeping

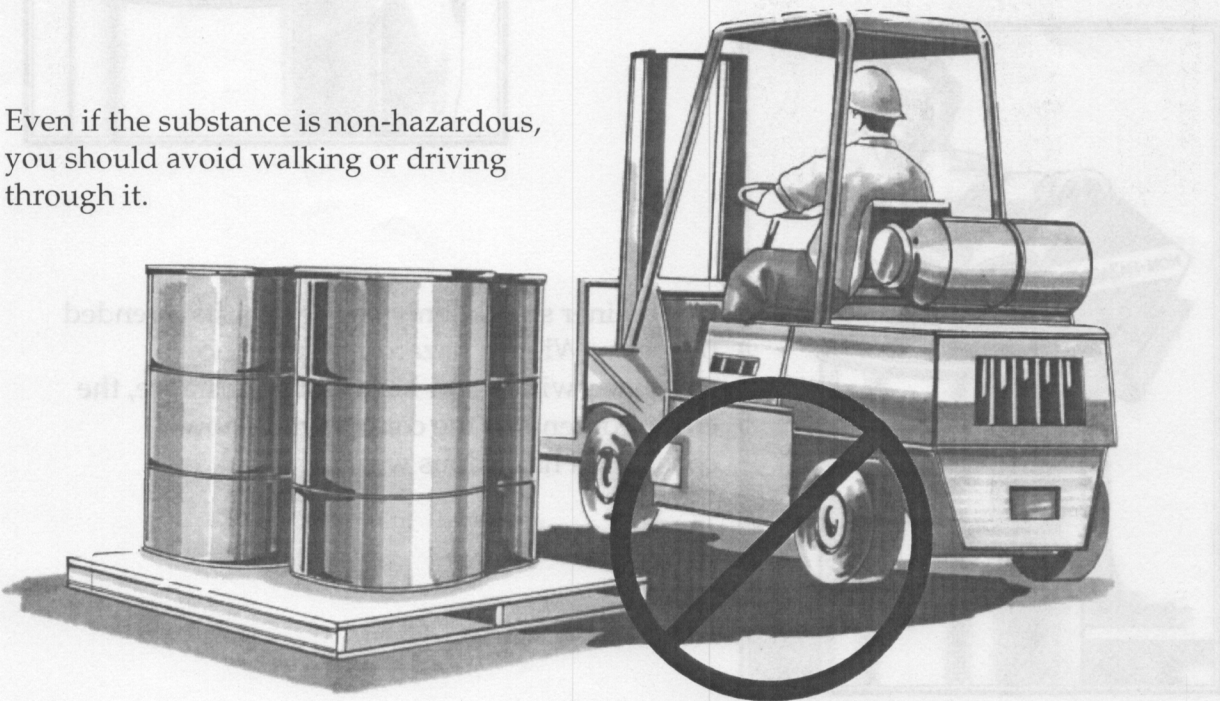
Any debris, spilled substance, or other material that could be a potential hazard should be cleaned up immediately. This includes liquids and solid materials.

Poor housekeeping could cause serious problems, such as . . . non-compatible substance mixing together and reacting . . . hazardous substance being washed into the water system . . . fire hazards . . . or emissions or foul odors being released into the air.



If a hazardous substance is spilled in your facility, you should know the proper procedures to follow. This includes contacting the proper personnel immediately. Unless you are authorized and properly trained, do not try to contain or clean up a spilled substance.

Even if the substance is non-hazardous, you should avoid walking or driving through it.

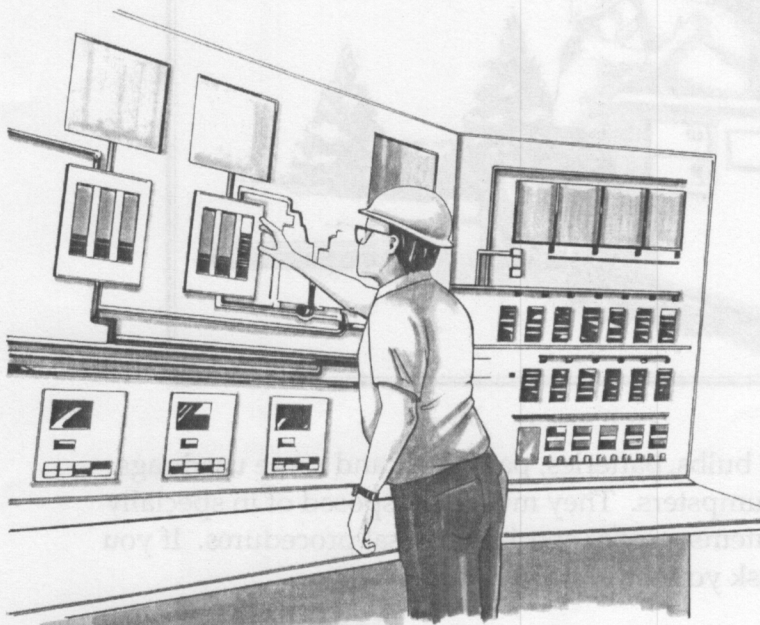


Environmental Work Practices

(continued)

When Something is Wrong

It is important to be able to recognize when something is not right. Examples could include temperatures or flow rates that are too high or low, a leaking pump or valve, equipment or property damage, or an excess of materials or waste in storage. A problem such as flow rates that are too high could cause your facility to release higher emissions than are allowed.



Material storage, process and pollution control equipment, flow rates, quantities, production processes and equipment maintenance are all planned and carried out with many variables that must be considered.

If you notice something not operating properly, contact your supervisor or team leader immediately.

Using Recycled Materials

Whenever possible, use environmentally friendly materials. This includes using recycled materials and selecting non-hazardous cleaning agents.

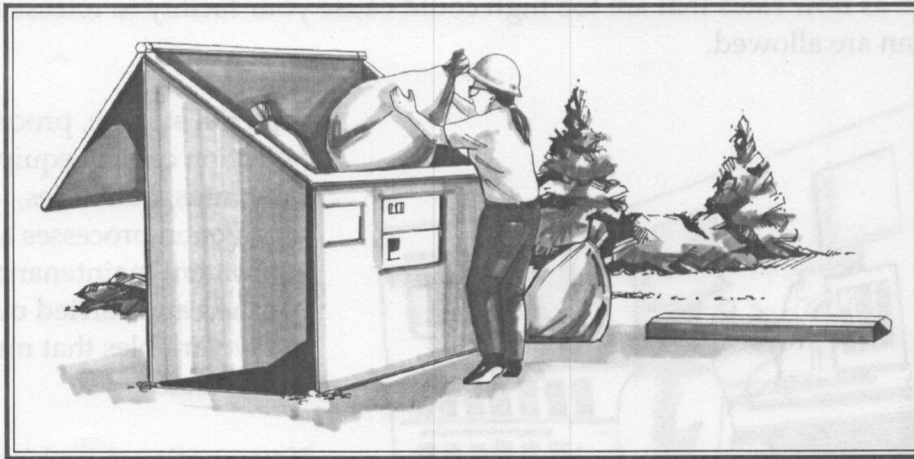
Recycling Materials

Recycling the paper, plastics, glass, metals and liquids you use is also important. Know where the recycling collection areas are located in your facility.



Proper Disposal

When materials cannot be recycled, they must be disposed of properly. Some items cannot be disposed of in traditional landfills and require special disposal procedures.



Some common items include light bulbs, batteries, paint, ink, and some used rags. These items cannot be placed in dumpsters. They must be disposed of in specially marked containers. Know which items require special disposal procedures. If you have questions about a material, ask your supervisor.

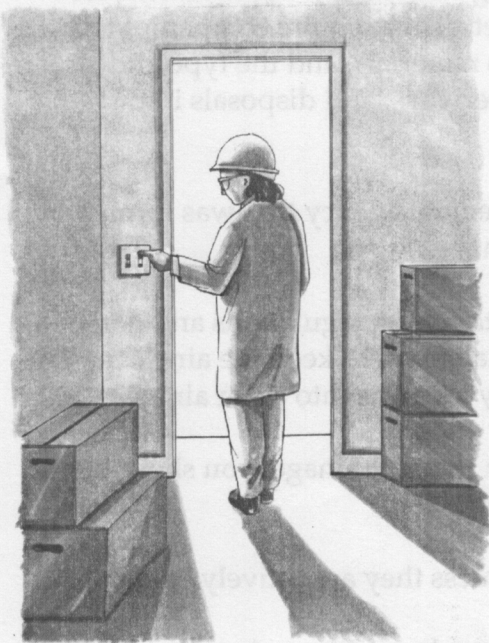


Environmental Work Practices

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Conserving Natural Resources

Wasting natural resources puts a strain on the environment. There are many ways you can conserve the natural resources and utilities you use. For example . . .



- ✓ Always maintain equipment in top operating condition.
- ✓ Turn off lights and equipment, when they are not in use.
- ✓ Water leaks, over time, can waste a large volume of water from the area's water supply. Make sure you have fully turned off the water supply to a faucet when you are finished using it.
- ✓ Gas leaks are a danger to the environment and your personal safety. Report all leaks to the proper person immediately.

Off-the-Job

Environmental awareness and waste minimization should also be included in your off-the-job activities as well. Recycle materials whenever possible . . . Be an environmentally friendly shopper . . . Properly dispose of your waste materials . . . Follow good housekeeping practices . . . And conserve energy and natural resources.



And remember . . . your facility is required to comply with various federal, state and local regulatory requirements. Your role in minimizing waste at your facility is important to its success. Environmental awareness is everyone's responsibility. Your efforts can help to promote a cleaner, healthier, and safer environment.

Conclusion

- ✓ In today's competitive global market place, it is important that environmental awareness be a part of each task you perform. This means that every person must do his or her part to promote a safe and healthy environment.
- ✓ There are federal, state and local environmental regulations and requirements for environmental protection that your facility must meet. They require companies to monitor and report the use and storage of hazardous materials, and the type and amount of emissions into the air, discharges into waterways, and disposals into landfills.
- ✓ The Environmental Protection Agency (EPA) is a federal agency that was formed in 1970 to protect the land, air and water from pollution.
- ✓ Air regulations can be broken into two groups: attainment regulations and non-attainment regulations. The goal of attainment regulations is to keep the air clean. The goal of non-attainment regulations is to turn the dirty air areas into clean air areas.
- ✓ If your job involves materials that could affect rain water drainage, you should be familiar with the storm water regulations in your area.
- ✓ Containers should always be closed or covered, unless they are actively being used.
- ✓ When a hazardous substance is combined with a non-hazardous substance, the entire contents of the container are now considered hazardous waste.
- ✓ Any debris or spilled substance should be cleaned up immediately. If a hazardous substance is spilled in your area, contact the proper personnel immediately. Avoid walking or driving through the substance.
- ✓ If you notice something not operating properly, contact your supervisor or team leader immediately.
- ✓ Use recycled materials and non-hazardous cleaning agents whenever possible. Recycle the paper, plastics, glass, metals and liquids you use. Know where the recycling collection areas are located in your facility.
- ✓ Dispose of waste properly. Some materials, such as batteries, light bulbs and paint, must be disposed of in specially marked containers.
- ✓ Conserve natural resources and utilities. Turn off lights or equipment when they are not in use or left unattended.

Notes

Name _____
Date _____
I.D.# _____

Environmental Awareness Quiz

1. Who is responsible for minimizing waste at your facility?
A. Your supervisor
B. Environmental specialist
C. Co-workers
D. Everyone
E. None of the above
2. Only the federal government develops and enforces environmental regulations.
A. True
B. False
3. Environmental regulations can affect...
A. the types of materials used.
B. the production process.
C. the disposal of waste materials.
D. storage of chemicals.
E. all of the above
4. The goal of non-attainment regulations is to turn dirty air mass into clean air.
A. True
B. False
5. Empty 55-gallon drums used or stored outside could be affected by...
A. the Clean Air Act
B. storm water regulations
C. the Resource Conservation Recovery Act
D. Department of Transportation's HM-126 requirements
E. none of the above
6. Unless a container is actively being used, it should be...
A. stored in a secured area.
B. closed or covered
C. stored outside.
D. B and C
E. all of the above
7. When a hazardous material is compiled in a container with a non-hazardous material, the entire contents are now considered hazardous.

Name _____
Date _____
I.D. # _____

Environmental Awareness Quiz

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D. B and C.
E. all of the above.
7. When a hazardous material is combined in a container with a non-hazardous material, the entire contents are now considered hazardous.

8. If a spill occurs, you should . . .
- A. contact the proper personnel immediately.
 - B. not clean up the spill unless you are authorized and trained.
 - C. avoid walking or driving over it.
 - D. all of the above.
9. Why is good housekeeping environmentally important?
- A. It prevents non-compatible substance from mixing
 - B. It prevents potential slip hazards
 - C. It prevents substances being washed into sewer and water systems
 - D. A and C
 - E. All of the above
10. What should you do if you notice something not operating properly?
- A. Check with your supervisor or team leader
 - B. Tell a co-worker
 - C. Ignore the situation
 - D. None of the above
11. Which of the following can be recycled?
- A. Paper and plastics
 - B. Glass
 - C. Metals
 - D. Liquids
 - E. All of the above
12. Items such as batteries and paint should be disposed of in . . .
- A. dumpsters.
 - B. landfills.
 - C. containers labeled as hazardous waste.
 - D. recycle bins.
 - E. any trash can.
13. Which of the following is an example of waste minimization?
- A. Storing materials inside
 - B. Using the minimum quantity of a hazardous substance
 - C. Recycling material whenever possible
 - D. B and C
14. Environmental awareness and pollution prevention should be practiced off the job.
- A. True
 - B. False

Quiz Answers

1. D
2. B Environmental regulations are developed and enforced at the federal, state, and local levels.
3. E
4. A
5. B
6. B
7. hazardous
8. D
9. D
10. A
11. E
12. C
13. D
14. A

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