



2012 OPEN ENROLLMENT SCHEDULE

Environmental, Health & Safety Training

State & Federal EPA Accredited Programs

ASBESTOS

Abatement Worker/Supervisor
Air Sampling Technician (NYS)
Allied Trades (NYS)
NIOSH 582 Equivalency
Operations & Maintenance
Project Designer
Project Monitor
Site Inspector/Mgmt. Planner
* Class II AC Pipe Worker

MOLD

Microbial Investigations
Mold Remediation

LEAD

EPA/Mass Lead Renovation, Repair & Painting
EPA Worker/Supervisor
EPA Inspector/Risk Assessor
EPA Project Designer
OSHA Lead in Construction
EPA Lead Dust Sampling
Mass Ld Renovator-Supervisor Moderate Risk
Deleading Option

HEALTH & SAFETY

10/30 Hr. OSHA Safety Programs
HAZWOPER Programs (8/24/40 hrs.)
Emergency Response Training
Bloodborne Pathogens
Confined Space Training
DOT Regulatory Training
Fire Extinguisher Training
First Aid and CPR –
National Safety Council
Hazardous Waste/RCRA
HazCom/Right to Know
Lockout/Tagout
* Electrical Hazard Awareness
* Electrical Safety Competent Person
* Measuring Radon in Residential
Properties
* New Courses

Customized Training Courses
at Our Facility or Yours

Schedule also available on
the ATC web site:
www.atcassociates.com

ATC Associates Inc. NE Regional Training Centers

For course registrations for W. Springfield,
please contact:

73 William Franks Drive
West Springfield, MA 01089
Phone: (800) 634-8165, ext. 350
Fax: (413) 781-3734

For course registrations for Albany, please contact:

10 Colvin Ave., Suite 101
Albany, NY 12206
Phone: (518) 438-0451
Fax: (518) 438-0649

Training courses also held in the Burlington, VT area

Courses subject to change or cancellation without notice

Pre-Registration & Deposit Required
for All Courses by
Phone, Fax or Email:
Rose.Condarcuri@atcassociates.com



2012 Training Schedule

SITE LOCATIONS: WEST SPRINGFIELD, MA AND VERMONT
 (Vermont course offerings are indicated by "VT" after the date)



Pre-registration required for all classes.

Classes subject to change or cancellation without notice.

Training schedule located at www.atcassociates.com

ASBESTOS INITIAL COURSES													
	JAN.	FEB.	MARCH	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	
Worker/Handler 4 days \$450.00	Scheduled upon demand												
Supervisor/Contractor 5 days \$575.00	16-20	13-17	12-16	2-6	21-25	11-15	9-13	6-10	10-14	8-12	5-9		
Project Monitor 5 days \$725.00		13-17		2-6	21-25	11-15		6-10		8-12			
Site Inspector 3 days \$400.00 (prerequisite for Management Planner)	9-11			9-11		4-6		27-29			26-28		
Management Planner 2 days \$450.00	12-13			12-13		7-8		30-31			29-30		
Project Designer 3 days \$725.00			5-8			25-27			4-6				
NIOSH 582 Training 5 days \$950.00					7-11	Scheduling dependent upon demand							
Operations & Maintenance 2 days \$265.00	30-31		12-13		1-2				4-5	22-23		17-18	
Class II AC Pipe Worker 1 day \$195.00	Scheduling dependent upon demand												
ASBESTOS REFRESHER COURSES													
Worker/Handler 1 day \$135.00	26-VT		19		3						20		
Supervisor/Contractor 1 day \$135.00	27 27-VT	24	23	13-VT 20	18	22	20	17	21	5-VT 19	16	14	
Site Inspector, 1/2 day \$100.00 (prereq. for MPR)	26 23-VT	23	22	19	17	21	19	16	20	1-VT 18	15	13	
Management Planner 1 day \$175.00 (includes SIAR fee)	26 23-VT	23	22	19	17	21	19	16	20	1-VT 18	15	13	
Project Designer 1 day \$175.00	25 25-VT		21	18		20		13			14		
Project Monitor 1 day \$175.00	24 24-VT	22		17	16	19	18	15	19	17	13	12	
Operations & Maintenance 1/2 day \$85.00 (2-Hr. Awareness, \$45.00)	9		20	16	15		9	14	18	16	12	11	
* Additional handling fees for students requesting NYS Certification Refresher Course \$20.00 Initial Course \$30.00													

73 William Franks Dr., W. Springfield, MA 01089 • Tel: 800-634-8165 • Fax: 413-781-3734 • Rose.Condarcuri@atcassociates.com



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LEAD INITIAL COURSES	JAN.	FEB.	MARCH	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
Lead Worker, 4 days \$450.00		27-3/1		23-26		4-7		20-23		22-25		3-6
Lead Supervisor/Contractor 5 days \$575.00		27-3/2		23-27		4-8		20-24		22-26		3-7
OSHA Lead in Construction 1 day \$135.00	19				31		30		11		6	
Lead Inspector Technician 3 days \$450.00		6-8			7-9		23-25		24-26	29-31		17-19
Lead Risk Assessor 2 days \$450.00		9-10			10-11		26-27		27-28		1-2	20-21
EPA/Mass Lead Renovation, Repair & Painting 1 day \$195.00	3	20	5	9	14	18	16	13	10	15	19	10
EPA Lead Dust Sampling Technician – 1 day \$250.00	Pending approval from EPA											
EPA Model Lead Project Designer – 2 days \$650 ** CT only, Prereq: Lead Supervisor Training			March 8-9		Scheduling Dependent upon Demand							
MA Lead-Safe Renovator- Super/Moderate Risk Deleading Add-on Option – 4 hrs - \$165.00	20		19		17		31		17		5	
LEAD REFRESHER COURSES												
Lead Worker 1 day \$135	4				30						13	
Lead Supervisor/Contractor 1 day \$135.00	5	3	15	18			17			2	12	11
Lead Inspector 1 day \$175.00		1			15			1		3	28	
Lead Risk Assessor 1 day \$175.00		2			16			2		3-VT 4	29	
EPA Model Lead Project Designer – 1 day \$175.00 **CT only		21		12		19				5		

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OSHA COMPLIANCE COURSES	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
OSHA HAZWOPER 5 days - \$575.00	30-2/3		26-30	30-5/5		25-29				15-19		
**OSHA HAZWOPER Ref. 1 day - \$135.00	6		9	13	18	1	6	3	7	5	2	7
***10-Hr. OSHA Construction Standard- 2 days-\$200.00 Classes run: 8:00-1:00 pm	17-18		7-8		29-30		24-25			1-2	19-20	
24 hr OSHA HAZWOPER 3 days - \$400.00	Scheduling dependent upon demand											
***30-Hr OSHA Construction Standard - \$500.00	Scheduling dependent upon demand											
***30-Hr OSHA General Industry Standard - \$500.00	Scheduling dependent upon demand											
***10-Hr OSHA General Industry Standard – 2 days - \$200.00 Classes run: 8:00-1:00 pm	Scheduling dependent upon demand											
OSHA Confined Space Entry 1 day - \$175.00	Scheduling dependent upon demand											
Electrical Hazard Awareness (EHA) – 4 hrs - \$185.00			16		14		17		7		9	
Electrical Safety Competent Person – 1 day - \$250.00			16		14		17		7		9	
***\$30.00 Replacement Fee for any OSHA Construction/General Industry Card – payable in advance												

Prerequisite: 24/40 Hr OSHA HAZWOPER Course ***

MISCELLANEOUS CLASSES	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
Microbial Investigations, 2 days - \$400.00	Scheduling dependent upon demand											
Mold Remediation 1 day - \$175.00	Scheduling dependent upon demand											
Measuring Radon in Residential Properties 1 day \$250.00	23			16			18			1		

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COURSE DESCRIPTIONS

ASBESTOS COURSES

(Asbestos courses are CONES and NYS-approved)

- **Asbestos Abatement Worker/Handler** – Initial training for abatement workers according to the EPA Asbestos Model Accreditation Plan (MAP).
- **Asbestos Abatement Supervisor/Contractor** – Initial training for persons who will work on or supervise abatement work site activities or who will own or operate an abatement business.
- **Abatement Worker/Handler or Supervisor/Contractor Refresher** – Required annual training for recertification.
- **Site Inspector** – Initial training for persons involved in the inspection of buildings for the presence of asbestos-containing building materials. Topics include respirator use, bulk sampling procedures and regulatory compliance training. This class is a prerequisite to the Management Planner course.
- **Site Inspector Refresher** – Required annual training for recertification.
- **Management Planner** – Initial training for persons who will be responsible for the analysis of site inspection reports, hazard assessments and the development of appropriate management actions for the control of asbestos in the facility. Prerequisite: Site Inspector course.
- **Management Planner Refresher** – Required annual training for recertification.
- **Project Monitor** – Initial training for persons who will monitor a response action for compliance with contract/job specifications and regulatory requirements; who will perform visual inspections of a job site before, during and after a response action is taken; and who will perform air monitoring during a response action and for re-occupancy testing of the work area.
- **Project Monitor Refresher** – Required annual training for recertification.
- **Project Designer** – Professional level program for accreditation to design asbestos abatement specifications for schools and commercial/public buildings as required by federal and state regulations.
- **Project Designer Refresher** – Required annual training for recertification.
- **Hazard Awareness** – This is an asbestos awareness training for maintenance, trades and custodial staff. Do you perform maintenance activities in a building built before 1980? OSHA may require you to do an OSHA/EPA overview of the main issues concerning asbestos abatement activity. Complies with AHERA and OSHA minimum employee training requirements.



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ASBESTOS COURSES Cont'd.

- **Operations & Maintenance Training** – Training for in-plant custodial, trades and maintenance staff who may disturb asbestos doing building maintenance or construction activities. Meets AHERA guidelines for school custodial and maintenance staff, and includes updates for public facilities & commercial buildings on the amended OSHA Construction Standard.
- **Operations & Maintenance Refresher** – Annual recertification training. An annual refresher is required in NYS as a means for continued proficiency for persons who previously completed initial 16-hour training.
- **NIOSH 582 Equivalency** – This course is designed to train personnel responsible for asbestos air monitoring and analysis. Topics of discussion will cover: Pump Calibration, Phase Contrast Microscope Components and Set-Up, and Slide Mounting and Fiber Counting. Completion of this course will meet state and federal requirements. The content of this course covers NIOSH Analytical Method 7400.
- **Class II AC Pipe Worker**- This full day course is designed to qualify workers to safely handle ACP. This course covers the types, uses and applications of asbestos, asbestos health effects, Federal and Massachusetts asbestos regulatory requirements, PPE and respirator use, approved ACP work practices, and proper asbestos waste handling, labeling and disposal requirements. This course complies with Massachusetts Department of Environmental Protection and the Massachusetts Department of Labor Standards for handling non-friable asbestos containing materials

LEAD COURSES:

- **Lead Worker/Supervisor/Contractor** – In this EPA Model training program, students will learn how to perform lead-based paint abatement activities on residential and commercial projects. Course includes work area preparation, medical monitoring, regulatory requirements and hands-on training. Additional topics are health effects, recognition of lead paint hazards, abatement methods, OSHA health and safety requirements, respiratory protection, licensing and certification requirements, cost estimating and legal and insurance issues. Note: CT requires 32 hours for Worker certification and 40 hours for Supervisor/Contractor certification. Accreditations: CT, MA, NH, VT and EPA
- **Worker or Supervisor/Contractor Refresher** – Recertification training includes updates on regulations, guidelines, industry trends and equipment. Accreditations: CT, MA, NH, VT and EPA
- **EPA/Mass Lead Renovation, Repair and Painting** – This course will satisfy the training requirements for the new EPA/Mass lead rule, Lead: Renovation, Repair and Painting Program, effective April 2010 & July 9, 2010. It applies to any renovators, contractors, maintenance professionals or others that work in pre-1978 housing, child-care facilities and schools with lead-based paint. The new EPA/Mass lead rule requires that contractors and maintenance professionals be certified; that their employees be trained; and that they follow protective work practice standards. This course has a 5-year expiration. A portion of this course is devoted to hands-on training. Accreditations: EPA & Mass
- **Lead-Safe Renovator-Supervisor / Moderate Risk Deleading Add-on Option** – This 4-hour class is designed to give additional required training for Mass. certified Lead-Safe Renovator-Supervisors who supervise Moderate Risk Deleading projects. This training covers reports, work practices, project cleanup & clearance, disposal and record keeping requirements. Prerequisite: EPA/Mass. Lead Renovation, Repair and Painting course, Accreditations: Mass



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Lead Courses Cont.d:

- **EPA Lead Dust Sampling** - In this EPA Model program, students will learn how to conduct lead dust clearance testing after renovation activities. They will learn to identify steps in lead-dust clearance testing, how to conduct a visual inspection, collect lead dust samples, interpret results, write a report and explain the results to the client: Accreditation: EPA
- **Lead Inspector Technician** - In this EPA Model program, students will learn how to perform abatement clearance testing and surface-by-surface investigations to determine the presence of lead-based paint. Topics include report preparation, regulations, inspection protocols, sampling procedures, XRF usage and applications, legal and insurance issues, and hands-on inspection procedures. Accreditations: CT, NH, VT, EPA
- **Lead Inspector Refresher** – Recertification training includes updates on regulations, guidelines, industry trends and equipment. Accreditations: CT, NH, VT, EPA
- **Lead Risk Assessor** - In this course, students will learn how to perform an on-site investigation to determine the existence, nature, severity and location of lead-based paint hazards. Topics include report preparation, risk assessment protocols, hazard control options and cost estimates, developing the risk assessment report and management plans, interim control and maintenance procedures, and hands-on training. Accreditations: CT, NH, VT, EPA
- **Risk Assessor Refresher** – Recertification training includes updates on regulations, guidelines, industry trends and equipment. Accreditations: CT, NH, VT, EPA
- **OSHA Lead in Construction** – This regulation covers an estimated 950,000 construction related professionals who may be occupationally exposed to lead including: contractors and consultants (painting, demolition, steel structure maintainers, shipyard personnel, waste haulers and disposal operators); utilities and power generation workers; and remodelers and dealers. Key topics include state and federal regulations, lead uses and applications, health effects, medical monitoring, respiratory protection, safety issues, and hazard recognition and assessment.
- **EPA Model Lead Project Designer** – Certification to develop a lead hazard control plan by interpreting risk assessment or inspection reports. Plans include notification requirements, occupant protection, control strategies, clean-up procedures, clearance protocols, and writing a lead abatement report. A prerequisite to this class is the completion of the Lead Abatement Supervisor Course. Accreditations: VT, CT (Prerequisite: Lead Supervisor Training)
- **EPA Model Lead Project Designer Refresher**- Recertification training includes updates on regulations, guidelines, industry trends and equipment. Accreditations: VT, CT (Prerequisite: Lead Supervisor Training)
- **Measuring Radon in Residential Properties** – Course is designed to train home inspectors to measure radon in residential properties by correctly using protocols specified by the U.S. EPA. This goal is compatible with the home inspection goal of evaluating a home for safety and function.



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OSHA COMPLIANCE COURSES

- **HAZWOPER Initial (24 & 40 Hours)** – This course is designed to train personnel who perform investigative, clean-up and/or corrective operations at hazardous waste RCRA-regulated sites. Topics include hazard recognition, work practices, personal protective equipment, medical monitoring, site safety plans, waste operations and decontamination. Hands-on training included.
- **HAZWOPER Refresher** – This annual recertification training strives to develop and enhance the practicing professional’s ability to recognize, evaluate and respond to emergencies involving hazardous materials, hazardous wastes and toxic releases. The regulatory compliance review is integrated with information on new technologies, case studies and consultant updates.
 - **OSHA Construction Standard/General Industry Standard (10-hour program - \$200.00, 30-hour program - \$500.00)** – This course is designed to introduce the OSHA safety and health standards that regulate the construction industry/general industry. It will cover the basic regulations relating to scaffolding, ladders, trenching and excavation, confined space entry, electrical, fall protection and personal protective equipment. Students are eligible to apply for a federal OSHA course completion card at end of course.
- **Confined Space** – This training is for you if your company has manholes, trenches, vaults, ducts, boilers, vessels, storage tanks, pits or crawl spaces. Course training will help protect and prevent workers from asphyxiation, accidental injury and death in potentially dangerous spaces. Topics include hazard recognition, work practices, atmospheric monitoring and rescue and emergency requirements.
- **Electrical Hazard Awareness (EHA)** – This half-day course is designed to qualify electrical or non-electrical workers to enter electrically restricted areas, unescorted, for limited purposes such as inspection and conducting non-electrical work within these areas. The course covers basic electrical principles, such as the skill and techniques necessary to distinguish exposed live parts, nominal voltage and the proper use of PPE. This course meets the minimum OSHA Electrical safety training requirements for unescorted entry into electrically restricted areas as referenced in 29 CFR 1910.269 and its relevant for all individuals who work on or around electrical equipment.
- **Electrical Safety Competent Person** – This full-day course is designed to provide participants with skills to recognize electrical hazards, asses their risk and take appropriate action. It focuses on the role of the competent person as defined by OSHA. The first part of the course covers electrical hazard awareness. The second part focuses on how to evaluate and control electrical hazards using standard insulation and isolation methods. This includes the proper use of the special precautionary techniques, personal protective equipment, insulating and shielding materials, and insulated tools for working on or near exposed energized parts of electric equipment. This training is based on industry best practice and the NFPA 70E Standard for Electrical Safety in the Workplace.

MOLD COURSES

- **Microbial Investigations**– Topics include investigating microbial (mold & bacteria) problems in buildings by sampling, visual assessments and lab report evaluation; evaluating building and HVAC moisture problems; and assessing microbiological contamination, and designing and overseeing remediation efforts.
- **Mold Remediation** – Topics include safely removing mold and microbial contamination from buildings; background information on mold and the potential health effects of exposure; learning safe work methods and worker protection; work area containments and decons; cleaning and packing occupant belongings and post remediation activities.

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COURSE REGISTRATION POLICIES

Thank you for your interest in attending training courses. ATC values our clients and seeks to provide a high quality training program for our students in a positive learning environment that is professional and courteous. Please review the policies listed below prior to course enrollment to assist with questions that you may have before registering.

- **Pre-registration and pre-payment is required to hold your course registration for all classes.** Payment must be received prior to the course start date to hold your registration. The following forms of payment are acceptable: business check, credit card, cash, money order or pre-approved purchase order (from established clients or government entities). Certificates of completion will not be released if payment is not received in full. **Business checks should be made payable to ATC Associates Inc. PERSONAL CHECKS ARE NOT ACCEPTABLE.**
- Course registrations are accepted via mail, telephone, facsimile or email. Please see the box at the bottom for all of the contact information.
- Students are provided with all course materials in class. Please wear clothing that is comfortable and appropriate for sitting in a classroom and performing requirements for the hands-on portion of the class. All courses are provided in the English language.
- The course training time for **most** classes is 8:00 a.m. to approximately 4:00 p.m. **Please verify with the training registrar at time of registration.** Please arrive prior to start time to register.
- **Cancellation Policy:** If you choose to cancel your registration, **ATC must be notified no less than 2 BUSINESS days (Saturday and Sunday do not count) prior to the course start date in order to receive a refund of payment. A substitute registrant is welcome at no additional cost. You will be charged for all students registered unless 2 days advance notice is provided. Refunds will not be given for "no shows".** In the event that ATC cancels the course, your registration will be refunded in full.
- **Per state and federal regulations, ATC must verify that all students' certifications are current and that they are eligible to take a Refresher course.** You may be required to provide proof of training prior to the course date if you are not in our database and have gaps in your training history. You will not be allowed to attend class if records are not provided. Some of the consultant level courses have education and experience requirements. It is the registrant's responsibility to verify that they are eligible to meet these requirements for the state in which they are applying for a license.
- **All courses are subject to a minimum class size and may be changed or cancelled without notice.** If enrollment minimum is not met, you will be notified of the course cancellation or change and you may transfer to the next available class.
- Copies of Certificates of Completion will only be released to the student. **Applicable fees will be charged.** The fee is \$10 for a copy and \$25 for an original.

DIRECTIONS FOR ATC - WEST SPRINGFIELD TRAINING

GPS Address - * The directions for the address listed below do not come up correctly in some gps systems. Please use this address if you are using a GPS:

1 Interstate Drive, West Springfield, MA. This is the address for Arbella Insurance which is at the beginning of our road. When you see Arbella Insurance, William Franks Drive is the road to the side of Arbella. There is also a sign for Exelis (formerly ITT). Please follow William Franks Drive a short distance and ATC is the first building on the left.

73 William Franks Drive
West Springfield, MA 01089
Phone: (413) 781-0070

If you are heading South on Mass 91:

From Mass 91, Take Exit 15. Right off ramp. Take a left onto Whitney Avenue at the light. Take the next right (right after the train tracks) onto Bobalo Road. Bobalo Road turns into Interstate Drive. Approximately 1 1/2 miles take a right onto William Franks Drive. (Arbella Insurance is on the corner of the street) If you miss the street and come to a stop sign-you've gone too far. ATC is located on the left. Park in the back of the building.

If you are heading North on Mass 91:

From Mass 91, take Exit 15. Left off ramp. Take a left at the 2nd light onto Whitney Avenue. Take the next right (right after the train tracks) onto Bobalo Road. Bobalo Road turns into Interstate Drive. Approximately 1 1/2 miles take a right onto William Franks Drive. (Arbella Insurance is on the corner of the street) If you miss the street and come to a stop sign-you've gone too far. ATC is located on the left. Park in the back of the building.

From the East and West:

From Mass 90 (Turnpike), take Exit 4 (West Springfield/Holyoke). Go towards Holyoke/Mass 91N, merge onto 91N. Get off at next exit #15. Left off ramp. Take a left at the 2nd light onto Whitney Avenue. Take the next right (right after the train tracks) onto Bobalo Road. Bobalo Road turns into Interstate Drive. Approximately 1 1/2 miles take a right onto William Franks Drive. (Arbella Insurance is on the corner of the street) If you miss the street and come to a stop sign-you've gone too far. ATC is located on the left. Park in the back of the building.

If you are on Riverdale Road (Route 5) heading North:

Once you pass the Mass Pike Ramp entrance, you need to take a Left at the next light (there is a Dunkin Donuts on the corner) That is Highland Avenue. You will take your first left (Prospect Street). Stay on Prospect Street (you will go over the Mass Pike and under the Mass Pike). Take the Right after that onto Interstate Drive (there is an Arbella Insurance Co. on the corner and there is also a large Exelis sign). You will then take your first Left, this is William Franks Drive. ATC is the first building on the Left.

If you are on Riverdale Road (Route 5) heading South:

You will pass Providence Hospital and Brightside on the right side. You will see a Dunkin Donuts on the right at the light. Take a Right onto Highland Avenue. Take your first left onto Prospect Street. Follow Prospect Street (you will go over the Mass Pike and under the Mass Pike). Take the right after that onto Interstate Drive (there is an Arbella Insurance Co. on the corner and there is also a large Exelis sign). You will then take your first Left, this is William Franks Drive. ATC is the first building on the Left.

*** Please park in the back of the building as the student entrance is in the back. Please try to arrive by 7:45 am for Registration processing.**