

REGISTRATION INFORMATION

EHSC

The pages that follow contain scheduled training offerings for Fiscal Year 2008 (October 2007 - September 2008) as well as a brief description of all Environmental Health Support Center (EHSC) training courses. Additional information is available by calling 505-248-4258 or through the Environmental Health Support Center Web site at:

<http://www.ehsc.ihs.gov>

Request course registration as follows:

Contact your Area Training Coordinator: A listing of Training Coordinators for each Indian Health Service Area is provided on the following page. These individuals will provide registration assistance to both IHS, tribal and other governmental employees.

By the Internet: Nomination for Training may be requested through the EHSC web site as indicated above. Go to the EHSC training section and fill out the online registration request form. The request form will be routed to the appropriate Area Training Coordinator.

These requests will be consolidated with other training requests from the Area and submitted to EHSC.

EHSC does not provide for direct registration of students. All requests should be routed through the Training Coordinator for your respective Area, organizational unit or agency.

A registration confirmation and instructions for attendance at the course will be mailed to all approved training registrants approximately 45 days prior to the training.



About HHS

HHS U provides common needs training and development opportunities via traditional classroom training, online self-study, development programs, and career counseling. HHS U works in collaboration with the [Office of Workforce and Career Development](#) to align training offerings with:

The [President's Management Agenda](#)

Secretary Leavitt's [500-Day Plan](#)

"One HHS" Department-wide Management and Program Objectives

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ENVIRONMENTAL HEALTH PROGRAM MANAGEMENT COURSES

Environmental Health Orientation (10000)

This is a five-day course for engineers and sanitarians that are relatively new to the Indian Health Service and the Office of Environmental Health and Engineering (OEHE) Program. The course covers program philosophy, policy, administration and scientific/technical material basic to the OEHE program.

Who should attend: IHS and Tribal personnel, new or with limited experience, working with the Office of Environmental Health and Engineering programs of the IHS.

Course Length: 5 days

Continuing Education Units: Not available

Objectives:

- Understand the organizational structure and responsibilities of OEHE programs
- Develop networking relationships with peers from other IHS Areas
- Develop basic skills essential to OEHE program operations
- Meet national program managers and other OEHE personnel

Class Dates and Locations: February 12-13, 2008 Oklahoma City, OK

Group Facilitation Methods (10900)

This is an intensive two-day course based on the Institute of Cultural Affairs (ICA) Technology of Participation (ToP®) facilitation method. Specifically, three collaborative methods will be examined: focused conversation, the workshop/consensus method, and action planning. Each participant will receive a workbook which becomes a practical tool for future use.

This course is a prerequisite for the Participatory Strategic Planning Course and ToP® Secrets of Implementation that will be offered in FY2008.

Who should attend: All environmental health and engineering staff who facilitate teamwork or other meetings, share leadership, and/or are interested in enhancing the growth of a participatory culture in the workplace.

Course Length: 2 days

Continuing Education Units: 1.5

Learning Outcomes:

- Provide skills for creating and sustaining a climate of involvement in the workplace.
- Experience the methods of participation, discuss theory behind methods
- Gain confidence in your ability to support participative approaches and strategies within your organization and communities Describe and demonstrate the focused method to create shared awareness in a group.
- Describe the process to move the group from a good idea to a concrete action plan with assignments and timelines.

Class Dates and Locations: February 12-13, 2008 Oklahoma City, OK

Participatory Strategic Planning (10910)

This two-day course is presented by the Institute of Cultural Affairs (ICA) and introduces a structured planning process that incorporates the group facilitation methods into productive action and concrete accomplishments. Participants will have the opportunity to experience and practice the complete strategic planning process of vision, contradictions, strategic direction, and implementation.

Who should attend: All environmental health and engineering staff who depend on others for successful implementation of organizational strategies.

Prerequisite: Group Facilitation Methods

Course Length: 2 days

Continuing Education Units: 1.5

Learning Outcomes:

- Explain methods to enhance the capacity for creative strategy building
- Understand and demonstrate the methods to allow a group to develop a common vision
- Explain the complete strategic planning process
- Provide skills for creating and sustaining a climate of involvement in the workplace.

Class Dates and Locations: May 14-15, 2008 Albuquerque, NM

ToP® Secrets of Implementation (10920)

Theodore Levitt has been noted as saying, "Ideas are useless, unless used. The proof of their value is only in their implementation." This two-day course presented by the Institute of Cultural Affairs (ICA) discusses strategies to keep plans and projects alive, relevant, doable, and achievable. There will be opportunities for participants to discuss current implementation problems. A detailed manual for post-course use and review is provided to participants of the course.

Who should attend: All environmental health and engineering staff who facilitate teamwork, implement, review, or oversee projects, and/or are interested in enhancing the growth of a participatory culture in the workplace.

Prerequisite: Group Facilitation Methods

Course Length: 2 days

Continuing Education Units: 1.5

Learning Outcomes:

- Understand and anticipate the ups and downs of the implementation journey
- Initiate dynamic plans
- Sustain the momentum in plans that have been created by the team
- Review and reposition projects that are in process
- Bring closure to plans and celebrate the team's work

Class Dates and Locations: September 16-17, 2008 Phoenix, AZ

Title I –Title V Self Governance (11000)

This three-day seminar will guide participants through Public Law 93-638 Construction under Title I and Title V. The options available to tribes under the law for a Title I contract or a Title V compact are covered in depth with examples presented for both options. The course is designed for tribal and IHS personnel involved in P.L. 93-638 construction activities.

Who should attend: Program managers and supervisory personnel of all disciplines involved in 93-638 construction activities.

Course Length: 3 days

Continuing Education Units: Not available

Learning Outcomes:

- Obtain knowledge of Public Law 93-638.
- Increase awareness of PL 93-638 implications and responsibilities
- Learn the negotiation process.
- Identify the key players.
- Provide analysis of tribal/federal relationship under PL 93-638.

Dates and Location:

September 16 - 18, 2008

Denver, CO

NEPA (16000)

A workshop to bring NEPA coordinators and project managers up to date on the latest NEPA rules and regulations. We will discuss the Agency's methods for NEPA review and any exclusion that exist. A discussion is planned on NEPA coordination with other Agencies (EPA, USDA, and HUD).

Who should attend: SFC and Facility Management staff and IHS-wide project managers

Course Length: 3 days

Continuing Education Units: Not available

Objectives:

- Manage the NEPA process to comply with the intent of the law
- Implement CEQ regulations and agency requirements
- Review and write EAs, FONSI, EISs, RODs that comply with NEPA and agency guidelines

Class Dates and Locations:

September 9 – 11, 2008

Anchorage, AK

Practical Program Evaluation (12000)

Environmental health staff confront evaluation issues in several settings: while providing technical assistance to Tribes and communities, preparing applications for funding, writing reports describing projects and interventions, and conducting cross-sectional assessments of programs (their own and others). Using examples primarily from the field of injury prevention, this course combines lectures, small group exercises, and computer lab work to provide practical, immediately useable information and skills for program evaluation.

Who should attend: Environmental health staff interested in enhancing skills and knowledge in practical program evaluation

Course length: 3 days

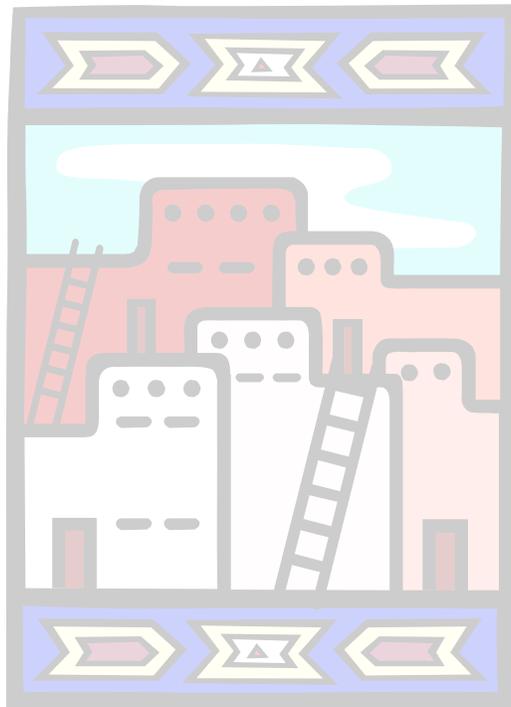
Continuing Education Units: 2.1

Learning Outcomes:

- Write an evaluation plan for a funding proposal.
- Describe approaches to formative evaluation of a community-based intervention
- Participate in a site visit to evaluate an existing program
- Explain the balance between “fidelity” and “adaptation” when implementing effective interventions
- Describe options to evaluate program costs

Class Dates and Locations: April 8-10, 2008

Albuquerque, NM



INJURY PREVENTION COURSES

Intermediate Injury Prevention (12500)

This course reviews the basics of data interpretation, coalition building, program planning, evaluation, marketing and advocacy. The course will include multiple hands-on community and computer-based activities.

Who should attend: Tribal health board members, health directors, tribal council members, IHS environmental health personnel, and tribal injury prevention staff. Introduction to Injury Prevention is a prerequisite for this course

Prerequisite: Introduction to Injury Prevention

Course Length: 3 ½ days

Continuing Education Units: 1.8

Learning Outcomes:

- Characterize the complex causes of injury
- Describe the strategies for coalition maintenance
- Demonstrate of web-based data identification tools
- Describe basic data collection techniques
- Outline process and impact evaluation methods

Class Dates and Locations:

December 4-7, 2007

Tucson, AZ

Advanced Injury Prevention (12800)

This course builds upon the knowledge and skills addressed in the introductory and intermediate courses by focusing on the ways that data, coalitions, program planning, evaluation, marketing, and advocacy can be integrated in a well-managed program. The course will include hands-on skill-building activities designed to be transportable to participants' home communities.

Who should attend: Tribal health board members, health directors, tribal council members, IHS environmental health personnel, and tribal injury prevention staff.

Prerequisite: Introduction to Injury Prevention

Course Length: 3 ½ days

Continuing Education Units: 1.8

Learning Outcomes:

- Describe the process to develop an Injury Prevention Program budget
- Describe the strategies to collaborate with the various media outlets
- Develop injury prevention reports and presentations
- Develop short and long-term strategic plans

Class Dates and Locations:

March 11-14, 2008

Albuquerque, NM

Practical Program Evaluation (12000)

Environmental health staff confront evaluation issues in several settings: while providing technical assistance to Tribes and communities, preparing applications for funding, writing reports describing projects and interventions, and conducting cross-sectional assessments of programs (their own and others). Using examples primarily from the field of injury prevention, this course combines lectures, small group exercises, and computer lab work to provide practical, immediately useable information and skills for program evaluation.

Who should attend: Environmental health staff interested in enhancing skills and knowledge in practical program evaluation

Course length: 3 days

Continuing Education Units: 2.1

Learning Outcomes:

- Write an evaluation plan for a funding proposal.
- Describe approaches to formative evaluation of a community-based intervention
- Participate in a site visit to evaluate an existing program
- Explain the balance between “fidelity” and “adaptation” when implementing effective interventions
- Describe options to evaluate program costs

Dates and Locations:

April 8-10, 2008

Albuquerque, NM

Introduction to Epi Info (13000)

This three-day introductory course is designed for those in environmental health or related fields that are involved in data gathering and analysis activities for injury prevention, safety, disease, or other surveillance programs. The course uses sample data sets to cover commonly used programs and commands in Epi Info epidemiological software (2003).

Who should attend: Tribal health board members, health directors, tribal council members, IHS environmental health personnel, and tribal injury prevention staff

Course Length: 3 days

Continuing Education Units: 1.8

Learning Outcomes:

- Enter data; create views
- Construct databases; perform basic analyses
- Define new variables for use in data analysis; and
- Use Epi Map to graphically depict data.

Class Dates and Locations:

July 15-17, 2008

Albuquerque, NM

INJURY PREVENTION COURSES NOT OFFERED THIS FISCAL YEAR

Issues in Injury Control (60000)

This is the first of the required core courses of the Injury Prevention Specialist Epidemiology Fellowship. It provides an introduction to conducting injury prevention research projects. Special emphasis is placed on hypothesis formation, choosing the correct study design, data collection, ethical considerations, and how to conduct literature reviews.

Intentional Violence Prevention (12900)

This course will focus on practical applications of existing knowledge to prevent intentional injuries in American Indian/Alaska Native communities. In addition to an overview of intentional violence, the primary topics this year (2004) will be intimate partner violence and suicide. There will be a combination of lectures, class exercises, small group work, and presentations by tribal and IHS staff who have conducted prevention projects in their communities.

Injury Prevention Instructor's Workshop (12950)

This workshop was developed for current and future Injury Prevention Course instructors. During this 3-day workshop, various teaching techniques will be discussed to better qualify staff to participate in the various Injury Prevention Courses, as well as providing them with the information necessary to act as a lead instructor for the courses.



INJURY PREVENTION PROGRAM FELLOWSHIP COURSES

Epidemiology Fellowship: Field Course (60200)

This course is designed for the 2007 Injury Prevention Epidemiology Fellows to enhance skills in conducting field work in injury prevention. Fellows work in teams to address issues identified by the host Tribal Nation and IHS Area staff. Findings and recommendations will be presented to Tribal leaders and IHS Area staff at the conclusion of course.

Who should attend: Current members of the Injury Prevention Program Fellowship Class of 2007

Course Length: 5 days

Continuing Education Units: Not Available

Learning Outcomes:

- Describe major injury issues facing the host Tribal nation
- Use a GPS device to obtain coordinates
- Explain at least three ways GIS has been used to promote environmental health and injury prevention
- Use digital photography to document injury hazards and programs
- List the steps in organizing and conducting a focus group
- Prepare and administer a structured questionnaire for key informant interviews
- Describe the usefulness and challenges of working within a team with a fixed deadline
- Prepare a group presentation and written report for Tribal members

Class Dates and Locations: October 29-November 2, 2007 Tucson & Sells, AZ

Program Development Fellowship: Presentations, Publications, & Resource Development(60950)

This course is designed for the 2007 Injury Prevention Program Development Fellows to enhance their skills in oral presentations and report writing; identifying and applying for sources of funding; and preparing manuscripts for publication.

Who should attend: Current members of the Injury Prevention Program Fellowship Class of 2007

Course Length: 3.5 days

Continuing Education Units: Not available

Learning Outcomes:

- Prepare an oral presentation using Powerpoint
- Create a written project abstract suitable for submission to conferences and publications
- Locate sources of funding for injury prevention projects
- Describe the process of how grant applications are reviewed by participating in an actual grant review
- Identify common errors in proposal-writing
- Describe the process for publishing a manuscript

Class Dates and Locations: February 5-8, 2008 Albuquerque, NM

Epidemiology Fellowship: Symposium (60400)

Class of 2007 Injury Prevention Epidemiology Fellows present their year-long projects before IHS Headquarters and Area staff, and Tribal leaders. The Fellows participate in a Symposium practice session, where their presentations are constructively critiqued by their peers and IHS staff. Additionally, visits are scheduled to national agencies and organizations whose focus is injury prevention.

Who should attend the presentations: Tribal health board members, health directors, tribal council members, IHS environmental health personnel, and tribal injury prevention staff

Course Length: 2 days

Continuing Education Units: Not available

Learning Outcomes:

- Identify strengths and weaknesses in oral scientific presentations
- Present a 12-minute summary of their year-long injury prevention projects before a national audience
- Describe the mission, goals, and objectives of at least two national-level injury prevention programs

Class Dates and Locations: May or June 2008 TBD

Program Development Fellowship: Injury Prevention Program Planning (60600)

This course focuses on the design of injury prevention interventions, including ethical issues and necessary approvals.

Who should attend: Members of the 2008 Injury Prevention Program Development Fellowship

Course Length: 4.5 days

Continuing Education Units: Not available

Learning Outcomes:

- Create a project plan that outlines goals, strategies, methods, and a project timeline
- Use the Internet to locate program resources
- Describe the steps from planning to evaluation of community-based interventions
- Identify the process of project approval for individual tribes and the IHS

Class Dates and Locations: May 2008 Albuquerque, NM and the Navajo Nation

Program Development Fellowship: Program Implementation and Evaluation (60700)

This course focuses on the coalition building, action planning, evaluation in project development and program management.

Who should attend: Members of the 2008 Injury Prevention Program Development Fellowship

Course Length: 4.5 days

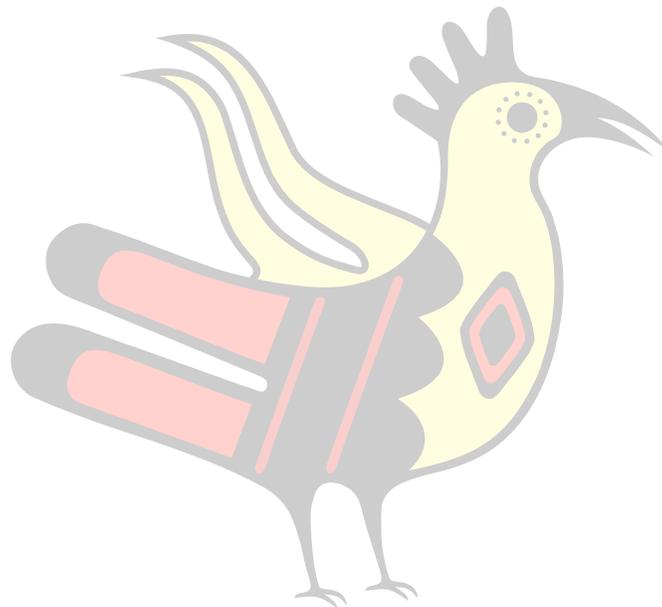
Continuing Education Units: Not available

Learning Outcomes:

- Describe the skills necessary to build community partnerships and collaborations
- Identify the steps in evaluating injury prevention programs
- Define formative, process, impact, and outcome evaluation
- Compare similarities and differences between focus groups and coalition meetings
- Describe ways to mobilize communities and sustain coalitions

Class Dates and Locations: July or August 2008

University of Utah, Salt Lake City



ENVIRONMENTAL HEALTH SERVICES COURSES

Food Code (26000)

This two and a half day Food and Drug Administration course includes training on the Food Code and the public health rationale for the Code provisions. The intent is to prepare regulators, inspectors, and operators in the application of the Food Code to "retail" food establishments. Topics include management's duties and responsibilities, employee health, food, equipment, water, plumbing, waste, physical facilities, poisonous/toxic materials, compliance and enforcement.

Who should attend: IHS and tribal field staff responsible for conducting inspections of food service operations and operators in the food service establishments

Course length: 2.5 days

Continuing Education Units: 1.8 through FDA

Learning Outcomes:

- Evaluate a food establishment for compromises in food safety based on the code, public health rationale and science
- Discuss various means of corrective action

Class Dates and Locations: January 7-9, 2008

St. Michaels, AZ

Managing Retail Food Safety (26500)

Applying HACCP Principles to the Inspection of Retail and Food Service Establishments

This two and a half day Food and Drug Administration course explores the various ways that risk-based inspections can be applied in retail and food service establishments. Topics include the "process approach" to HACCP, application of HACCP principles in routine inspection work, and assessing active managerial control of risk factors by operators using the HACCP system or other food safety systems. While the process approach is new to many regulators, it is better designed for use in retail and food service settings than traditional HACCP approaches because it eliminates lengthy flow charting and hazard analysis for every type of food product.

Who should attend: IHS and tribal field staff responsible for conducting inspections of food service operations

Course length: 2.5 days

Continuing Education Units: 1.8 through FDA

Learning Outcomes:

- Identify possible hazards associated with retail and food service operations and the control measures available to prevent, reduce, or eliminate the risks of these hazards.
- Apply the "process approach" of HACCP to routine inspections of retail and food service operations.
- Identify appropriate techniques and methods for applying HACCP principles to inspections and offering intervention strategies for controlling risks to operators (those with and without HACCP Plans.)

Class Dates and Locations: January 9-11, 2008

St. Michaels, AZ

Sanitary Survey Course (29000)

This course is designed to develop the capabilities of individuals to conduct an effective and comprehensive review of public water systems. The training teaches inspectors to apply basic scientific information and a working knowledge of the operation, maintenance, management, and technology of a water system to identify sanitary risks that may interrupt the multiple barriers of protection at a water system.

Who should attend: IHS and tribal field staff responsible for inspecting and evaluating small drinking water systems for the presence of environmental and public health risks and compliance with the Safe Drinking Water Act.

Course length: 3 days

Continuing Education Units: 1.8

Learning Outcomes:

- Explain the Safe Drinking Water Act
- Identify the eight essential elements of a sanitary survey
- Understand the EPA/State Joint Guidance on Sanitary Surveys
- Explain the interim enhance surface water treatment rule
- Identify tribal, IHS and other state or federal resources that participate in the delivery of safe drinking water

Class Dates and Locations: August 26-28, 2008

St. Michaels, AZ

Introduction to Epi Info (13000)

This three-day introductory course is designed for those in environmental health or related fields that are involved in data gathering and analysis activities for injury prevention, safety, disease, or other surveillance programs. The course uses sample data sets to cover commonly used programs and commands in Epi Info epidemiological software (2003).

Who should attend: Tribal health board members, health directors, tribal council members, IHS environmental health personnel, and tribal injury prevention staff

Course Length: 3 days

Continuing Education Units: 1.8

Learning Outcomes:

- Enter data; create views
- Construct databases; perform basic analyses
- Define new variables for use in data analysis; and
- Use Epi Map to graphically depict data.

Class Dates and Locations: July 15-17, 2008

Albuquerque, NM

EHS COURSES NOT OFFERED THIS FISCAL YEAR

Using Epidemiology to Address Community Health Concerns (23300)

This three day course focuses on areas in public health practice where an understanding of epidemiological methods is critical to the assessment, analysis, and interpretation of data on health and disease. These areas include planning, surveillance, surveys, screening, outbreak investigations, and communicating health information to the public.

Risk Communications Course (16250)

This is interactive course provides participants with the knowledge and tools to communicate health risks to the public, media, partners, and other stakeholders. The scenarios associated with the course will include routine risk communication strategies and those associated with acute emergency situations.

Disease Outbreak Investigation for the Environmental Health Officer (23250)

Using information from an actual disease outbreak, students will learn the basic steps to perform a field investigation to identify the source and implement interventions to control the disease outbreak. The course will cover the steps necessary to complete a field investigation. This includes study design, definitions, data collection and entry, analysis and interpretation, and reporting results with recommendations for interventions. A reference field epidemiology textbook will be provided to each student. Students will perform basic epidemiologic analyses using Epi Info or other widely-available computer programs.

Essential Public Health Services and PACE-EH (23700)

This three day course provides students with an overview of an assessment tool, Protocol for Assessing Community Excellence in Environmental Health (PACE EH), and familiarize students with the concept of incorporating the ten Essential Public Health Services into the operation of an environmental health program.

Implementing PACE in Indian Communities (23410)

This three day course provides participants with an overview of the planning tasks and leadership skills associated with the Protocol for Assessing Community Excellence in Environmental Health (PACE EH). The most current and best practices of community engagement in planning, implementing, and evaluating environmental health programs will be discussed. A variety of practical, experiential learning activities will allow participants to enhance their skills in community leadership and outreach.

Basic Environmental Health Practices (23500)

This entry-level course develops and enhances practical environmental health program skills to tribal and IHS environmental health specialists and technicians. The focus of this course is to present skills and best practices in the basic components of a comprehensive environmental health program. Course topics include: surveillance, investigation, interpretation and control

procedures for a variety of environmental concerns including water, solid waste, sewage, food service, vectors, institutional health, injuries, and hazardous materials.

Playground Safety Inspection Certification (25600)

This two-day course provides in-depth instruction on playground hazard identification and risk management. Advanced reading and ten hours of training from nationally known playground safety experts will prepare the students to sit for the Certified Playground Safety Inspector examination offered at the end of the certification course.

FDA Food Code Train the Trainer (26000)

This 4-day course allows the students to become familiar with the most current edition of the Food and Drug Administration Food Code. It is also, expected that students completing the course will return to their Areas and train local/tribal sanitarians and inspectors, and retail establishments as appropriate, in the requirements of the Food Code. Trainers will receive a CD-ROM containing Food Code training materials and PowerPoint slides.

Basic Plan Review (25700)

This three-day course will provide practical information and strategies to those tasked with reviewing construction plans. Topics covered include: drawing conventions, sections, details, construction, fire rated assemblies, exit enclosures, fire rated doors, occupant loads and egress capacity. Also, travel distance, dead ends, common paths of travel, vertical openings hazardous areas, interior finishes, draperies and curtains, and fire alarm and detection. As well as sprinklers, fire extinguishers & other fire protection systems. Each student will receive a copy of the most recent version of the *NFPA Life Safety Code*.

Introduction to WEBEHRS (28100)

This course is designed to provide training on how to effectively use the Web based Environmental Health Reporting System (WebEHRS) for documenting activities as well as planning and prioritizing work. In the course, students will learn how to add and edit facility information, add survey information, upload documents into the system for reference, add e-survey data into the system and perform basic Geographic Information System (GIS) functions. This will be a hands-on course and each student should at least have basic computer skills.

Basic Water Skills Course (29500)

This course is designed to expose environmental health staff to a wide range of concepts and technical information related to drinking water. Course topics will include discussions of drinking water contaminants, the Safe Drinking Water Act, water disinfection and fluoridation, water sampling and testing, cross contamination issues, and water related emergencies.

Diagnosing Indoor Air Quality (19000)

This course is an introduction to air quality concepts. It includes the identification of hazards, evaluation techniques and sampling methods. Students will learn what impact building

dynamics plays on the indoor air quality. They will also have the opportunity for “hands-on” exercises to measure and assess volatile organic compounds (VOCs), bio-aerosols, and other hazardous indoor air contaminants, including carbon monoxide and radon. Topics will be discussed from a routine institutional standpoint, as well as in emergency settings.

Advanced Epidemiology (23200)

This course will build on the skills learned in the Introduction to Epidemiology course and provide a more in-depth discussion on the practical applications and of the principles of epidemiology and how they relate to the investigation of public health problems. It will be focused on the environmental health specialist, safety officer or infection control officer whose responsibilities include epidemiological investigations in either the community or healthcare setting.

INSTITUTIONAL ENVIRONMENTAL HEALTH COURSES

Basic Course for Safety Officers (26100)

This four and one-half day introductory course is designed for new safety officers primarily in healthcare facilities. Through a series of lectures and hands-on exercises, students will learn the required components of a comprehensive healthcare Occupational Safety and Health program described in Chapter 9 of the Indian Health Manual.

Who should attend: Full time or collateral duty Safety Officers in the ambulatory care or hospital setting. Quality Mangers may also benefit from this course.

Course Length: 4½ days

Continuing Education Units: 3.0

Objectives:

- Obtain 10-Hour OSHA Certification
- Learn all basic aspects of a comprehensive healthcare occupational safety and health program
- Become familiar with the requirements of regulatory and accreditation bodies such as OSHA, JCAHO, and the National Fire Protection Association (NFPA)
- Become familiar with Chapter 9, *Managing Occupational Safety and Health Programs*, of the Indian Health Manual

Class Dates and Locations: December 10 – 14, 2007 Albuquerque, NM

Combined OSHA for Facilities Managers (38500)

This hands-on course is designed for Health Facilities and SFC engineering, inspection and construction personnel working under the OSHA general industry and construction industry standards. Topics include an introduction to the Occupational Safety and Health Act, the “General Duty Clause”, OSHA recordkeeping requirements, electrical safety, fall protection, personal protective equipment, hand and power tools, excavation, walking and working surfaces, scaffolding standards, confined space safety, and stairways and ladders standards.

Who should attend: IHS/Tribal construction engineers, facility engineers/managers, maintenance staff, engineering technicians, inspectors, project managers, and safety officers.

Course Length: 3 days

Continuing Education Units: 2.0

Learning Outcomes:

- Obtain the 10 Hour OSHA Card for both the General and Construction Industries.
- Understand the need for construction safety.
- Review OSHA construction safety standards.
- Review OSHA general industry standards.
- Learn to safely assemble/disassemble scaffolding in accordance with OSHA standards.

Class Dates and Locations: July 29-31, 2008 Albuquerque, NM

Life Safety Code (NFPA 101) (41500)

This three-day course covers the fundamental chapters (Chapters 1-11) of the National Fire Protection Association Life Safety Code (NFPA 101, 2006 Edition), plus the chapters for new and existing Healthcare Occupancies (Chapters 18 & 19) and existing Business occupancies (Chapters 38 & 39). Students will gain a working knowledge of the code organization and the philosophy behind the code provisions. The course includes instructor-led presentations and student exercises where groups will use the code to find answers to life safety problems.

Who should attend: Safety Officers, Facilities Managers, Facilities Engineers in the ambulatory care or hospital setting, as well as Environmental Health Officers and Environmental Health Technicians responsible for surveying facilities such as schools and Head Start buildings.

Course Length: 3 days

Continuing Education Units: 2.4

Learning Outcomes:

- Gain a thorough understanding of the Life Safety Code (NFPA 101) with particular emphasis on the core chapters (1-11), the Healthcare Occupancy chapters (18 and 19), and the Business Occupancy chapters (38 and 39)
- Acquire the ability to apply the knowledge gained at the student's facility in order to insure compliance with the Life Safety Code requirements
- Gain the knowledge required to insure a fire-safe environment at the student's facility

Class Dates and Locations:

November 5 - 7, 2007	Phoenix, AZ
February 18 – 20, 2008	Bethel, AK
June 16 - 11, 2008	Las Vegas, NV

Healthcare Facilities NFPA 99 (42600)

This two-day program is for building inspectors, facilities managers, facility engineers, safety inspectors, code enforcers, engineers, architects, building owners, and biomedical technicians. The course addresses specific technical requirements of medical gas and vacuum systems, essential electrical systems, and emergency preparedness within healthcare facilities. Also covered are laboratory requirements in healthcare occupancies. The course addresses requirements for new construction as well as upgrade and modernization of existing healthcare facility systems.

Who should attend: Building inspectors, facilities managers, facility engineers, safety inspectors, code enforcers, engineers, architects, building owners, and biomedical technicians.

Course Length: 2 days

Continuing Education Units: 1.5

Learning Outcomes:

- Gain a thorough understanding of the NFPA 99 Manual
- Acquire the ability to apply the knowledge gained at the student's facility in order to insure compliance with NFPA requirements.

Class Dates and Locations:

February 21 – 22, 2008	Bethel, AK
June 19 – 20, 2008	Las Vegas, NV

Advanced Radiation Protection Surveyor Course (19600)

This three-day course is designed to teach survey methodologies for computed tomography (CT), magnetic resonance imaging (MRI), and panoramic dental x-ray units. Additional subjects include acceptance testing and annual compliance testing of computed radiography readers, as well as shielding calculations and plan review training for diagnostic imaging installations.

Who should attend: Institutional Environmental Health Officers and Biomedical Technicians responsible for conducting radiographic imaging inspections and testing.

Course Length: 3 days

Continuing Education Units: 2.0

Learning Outcomes:

- Gain a thorough knowledge of the newest radiographic imaging equipment
- Strengthen inspection and testing skills

Class Dates and Locations:

August 19 – 21, 2008

Albuquerque, NM

Basic Course for Infection Control Practitioners (23600)

This 3-day introductory course is designed for new infection control practitioners in small hospitals and ambulatory care settings. Students will obtain an overview of basic infection control measures, epidemiology principles, concepts, and procedures generally used in the surveillance and investigation of nosocomial infections and employee health issues.

Who should attend: Full time or collateral duty Infection Control Officers in the ambulatory care or small hospital setting.

Course Length: 3 days

Continuing Education Units: 2.5

Objectives:

- Learn all basic aspects of a comprehensive healthcare infection control program.
- Become familiar with isolation techniques.
- Become familiar with the collection, aggregation, and analysis of data including rate calculations.

Dates and Location(s):

September 9 – 11, 2008

Gallup, NM

IEH Courses Not Offered This Fiscal Year

Introduction to Institutional Environmental Health (20010)

Introduction designed to enhance skills and increase knowledge for addressing institutional environmental health concerns is provided in this course. Topical lessons include the institutional environment (medical, childcare and correctional facilities), infection control, safety management, industrial hygiene, medical waste management, and survey concerns.

Intermediate Course for Safety Officers (26150)

This four and one-half day course is designed as a bridge between the Basic and Advanced Courses for Safety Officers. The course will focus on the management, regulatory, and accreditation aspects of occupational safety and health programs. Topics will include, but not necessarily be limited to, Building a Culture of Safety, JCAHO Management Plans, Emergency Management and Preparedness in Healthcare, Outcome Assessment and Measurements of Safety Programs, and Workplace Violence Prevention.

OSHA 10-Hour Course for General Industry (27000)

The purpose of this OSHA 10-Hour Course is to provide an in-depth discussion on the issues that OSHA feels are important to providing a safe environment and the tools required to complete a Safety and Health Program. This course is geared to healthcare and will focus on areas that are unique to that setting. Course participants will complete the OSHA 10-Hour Course for General Industry with a heavy emphasis being devoted to areas that directly affect healthcare workers. In addition, they will learn how to design and implement a comprehensive healthcare safety and health program. Each participant will receive a current edition of the Occupational Safety and Health Standards for General Industry, an OSHA course completion card and a certificate of completion suitable for framing.

OSHA Construction Safety & Competent Trench (38700)

This course is targeted for engineering, inspection and construction personnel providing the OSHA 10-hour training course on construction standards. A required OSHA course for individuals designated as the "competent person" who oversees trenching or excavations. The course centers on the OSHA statute for trench and excavation safety.

Comprehensive Housekeeping Course (49400)

This five-day course divides students into two tracks. Students in Track 1 will have hands-on training using the procedures for cleaning patient rooms, operating rooms, emergency rooms, and labor and delivery rooms. Additional training will be provided in proper floor care. Students in Track II will receive training on staffing, cleaning schedules and frequencies, budgets, and hands-on management training for floor care. In addition, hands-on training on the use of the quality improvement audit tools (provided with the Procedure and Training Manual) will be presented in order that participants will be able to return to their facilities and immediately start to use them.

IHS Ergonomics: Optimizing Employees' Workstations (27100)

This course provides a practical approach to Ergonomics: "Fitting the Task to the Worker" in the IHS setting. The students will explore successful interventions; learn to employ tools that will enable them to implement relatively simple and inexpensive interventions to prevent the occurrence of musculoskeletal disorders caused by poor ergonomic practices.

Emergency Management Planning and Preparedness: (14900)

This course will provide an overview of emergency management activities at all levels of the Indian Health Service. Students will gain knowledge of the National Disaster Medical System (NDMS), the Incident Command System (ICS), and the National Incident Management System (NIMS). At the heart of this course is the Hospital Emergency Incident Command System (HEICS). HEICS is a command and control system for managing disasters that is based on the Incident Command System used in fire, police, and emergency medical service departments, but adapted for use in a healthcare setting. The course will include an orientation, exercises, and suggestions on an implementation plan. The Joint Commission on Accreditation of Healthcare Organizations (JCAHO) now requires a "common command structure within the organization for responding to and recovery from emergencies, which links with the command structure in the community" (Environment of Care Standard EC.1.4).

Industrial Hygiene Equipment and Survey Techniques (23050)

This two-day course is designed as an introduction to industrial hygiene instrumentation and survey methodologies. It will also serve as a refresher for employees who have experience in the industrial hygiene field, but have not practiced in some time.

Healthcare Safety Accreditation (43000)

This three-day course is an overview of what Facilities Managers and Safety Officers need to know to fully comply with the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) Environment of Care standards, Center for Medicare/Medicaid Services (CMS) Physical Environment standards, and Accreditation Association for Ambulatory Health Care (AAAHC) Facilities and Environment standards. Students will receive information on survey types and methodologies for each of the accrediting bodies. A representative from CMS teaches the CMS portion of the course. Participants will receive the latest version of the JCAHO *Environment of Care Essentials Manual* in addition to a student handbook filled with lecture notes and valuable reference materials. Hands-on activities in developing a Hazard Vulnerability Analysis and in Establishing/Measuring Performance Standards augment the classroom sessions.

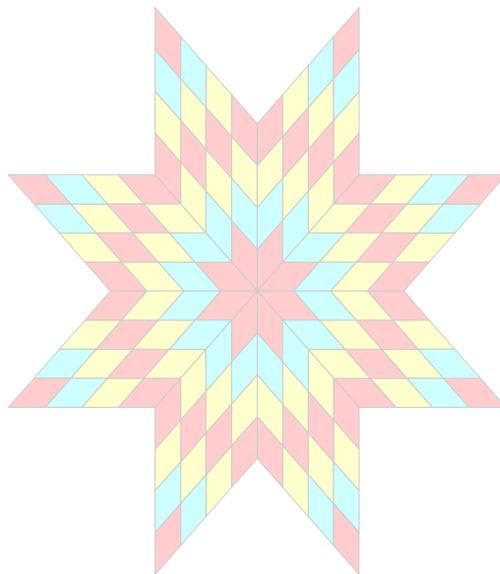
Nuclear, Biological, and Chemical Patient Decontamination (16700)

This three-day course is designed to teach healthcare providers, safety officers, security officers, environmental health officers, and facilities managers the essentials of decontaminating patients, visitors, and staff who have been exposed to nuclear, chemical, or biological agents. Emphasis will be placed on decontamination procedures; personal protective equipment (PPE); the establishment of hot, warm, and cold zones; and environmental protection. This is a hands-on course where students will be required to wear personal protective equipment and participate in the simulated decontamination of contaminated patients.

The first day of the course is an overview of the healthcare aspects of exposure to weapons of mass destruction, while days two and three comprise the decontamination training. Class size is limited to 25 students.

Professional Training Techniques (10800)

This course is designed to teach the skills necessary for developing and presenting effective, motivating, and enjoyable professional training sessions. Students will learn how to manage learning in the classroom, stimulate participation of attendees, energize their training styles, understand the adult learning process, and become more flexible in their information delivery.



Autodesk Civil 3D (35000)

This 3-day, instructor-led course is for ACAD users who need to make the shift to object technology in AutoDesk Civil 3D. You will learn how to work with point data in Autodesk Civil 3D, how to create and analyze a surface, how to develop a site, how to model routes and corridors, and how to import/export data. This course uses extensive hands-on instruction to teach the essential Autodesk Civil 3D concepts and applications.

Who should attend: IHS and Tribal engineering staff who have a working knowledge of AutoCAD fundamentals, civil engineering practices and terminology, Windows 2000 or XP and access to Civil 3D outside of the classroom. Please contact EHSC if you're not sure you meet the minimum requirements.

Course Length: 3 days

Continuing Education Units: 2.4

Learning Outcomes:

- Increase understanding of how Civil 3D works and its applications
- Work with data sets to create surfaces and models
- Learn how to import and export data

Class Dates and Locations: March 11 – 13, 2008 Oklahoma City, OK

Introduction to GPS Surveying (36000)

This is an introductory course into various field-surveying techniques that utilize survey grade Global Positioning System technology. Students learn "fast static" and "real time kinematics (RTK)" surveying techniques to collect field data for use in design of water and wastewater systems. Sessions also include post processing of data, transformation of coordinate data to preferred reference systems, and stakeout routines for construction staking.

Who should attend: IHS or Tribal engineers, technicians, inspectors, project managers

Course Length: 3 days

Continuing Education Units: 1.6

Learning Outcomes:

- Provide basic instruction on geodetic surveying
- Perform basic surveys using multiple receivers and data collectors
- Perform kinematic surveys to collect field data and to do stake-outs

Class Dates and Locations: September 23 – 25, 2008 Farmington, NM

10 Hour OSHA Course for the Construction Industry (38500)

This course is designed for engineering, inspection and construction personnel working under the OSHA construction standards. Topics include an introduction to the Occupational Safety and Health Act, the "General Duty Clause", OSHA recordkeeping requirements, electrical safety, fall protection, personal protective equipment, hand and power tools, excavation, walking and working surfaces, stairways and ladders.

Who should attend: IHS or Tribal engineers, technicians, inspectors, and project managers.

Course Length: 1.5 days

Continuing Education Units: 1.0

Learning Outcomes:

- Obtain the 10 Hour OSHA Card for the Construction Industry.
- Understand the need for construction safety.
- Review OSHA construction safety standards.
- Understand the elements of a confined space entry permit program.
- Understand the OSHA trenching and shoring requirements

Class Dates and Locations:	October 18 -19, 2007	Oklahoma City, OK
	February 12 -13, 2008	Mitchell, SD
	April 9 - 10, 2008	Phoenix, AZ

OSHA Excavation Standards (38705)

This course is designed for engineering, inspection and construction personnel working under the OSHA construction standards. Details of the OSHA Excavation Standard including benching, shoring, and sloping techniques; soils classification; and competent person requirements shall be covered.

Who should attend: IHS or Tribal engineers and construction inspectors

Course Length: 4 days

Continuing Education Units: 3.0

Learning Outcomes:

- Become familiar with the OSHA Excavation Standard
- Learn proper benching, sloping, and shoring techniques
- Become familiar with the competent person requirements

Class Dates and Locations:	March 4 – 7, 2008	Albuquerque, NM
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OSHA Competent Person in Construction (38450)

This course is designed for engineering, inspection and construction personnel working under the OSHA construction standards. The course will cover in detail the OSHA requirements for a competent person in each of the construction standards.

Who should attend: IHS or Tribal engineers and construction inspectors

Course Length: 3 days

Continuing Education Units: 2.0

Learning Outcomes:

- Become familiar with the OSHA standards that pertain to competent persons throughout the construction industry
- Make job sites safer and reduce to the extent possible work related injuries

Class Dates and Locations: May 13 – 15, 2008 Albuquerque, NM

NEPA (16000)

A workshop to bring NEPA coordinators and project managers up to date on the latest NEPA rules and regulations. Roundtable discussion on the Agency's methods for NEPA review and any exclusions that apply. Review NEPA coordination with other Agencies (EPA, USDA, HUD).

Who should attend: IHS or Tribal engineers and project managers

Course Length: 3 days

Continuing Education Units: Not available

Learning Outcomes:

- Manage the NEPA process to comply with the intent of the law
- Implement CEQ regulations and agency requirements
- Review and write EAs, FONSI, EISs, RODs, that comply with NEPA and agency guidelines

Class Dates and Locations: September 9 - 12, 2008 Anchorage, AK

Programmable Logic Controllers (30100)

An introductory course to programmable logic controllers (PLC) that looks at the advantages of PLC controls over relay based. The course covers PLC programming, ladder logic, and troubleshooting. This course is designed to thoroughly examine PLC architecture, including input and output systems, ladder logic vs. relay logic, and relay instructions; the role of timer delays, number systems, and the sizing and selection of PLCs; and troubleshooting, which covers installation precautions, wiring requirements, and debugging and diagnostic tools.

Hands-On exercises will allow learner to overcome fear of shutting down a PLC system by spending approximately 60% of the time programming and uploading/downloading exercises to and from the PLC.

Who should attend: Experienced IHS or Tribal engineers and project managers, design staff

Course Length: 3 days

Continuing Education Units: 2.0

Learning Outcomes:

- How PLCs are programmed and what types of programming can be used
- What causes most PLC problems
- How to specify PLC hardware and plan for installations
- How to set up communications with computers/laptops
- How to use processor status table, search, cross reference, and forcing functions
- Learn to navigate through programs and upload/download

Class Dates and Locations: April 29 – May 1, 2008 Odanah, WI

Construction Inspection (34100)

This course examines the appropriate role of the inspector in utility construction activities typical to IHS and tribal sanitation programs. This course enhances the technical skills of construction inspectors by the examination of construction activities, such as, pipelines, pump houses, and wells. The course emphasizes elements of record keeping, quality assurance, timeliness, and OSHA safety and liability.

Who should attend: Construction project managers, construction inspectors, engineering technicians

Course Length: 3 days

Continuing Education Units: 1.8

Learning Outcomes:

- Understand role of inspector in Federal construction contracts
- Provide awareness to OSHA construction safety standards
- Examine techniques for proper inspection

Class Dates and Locations: September 23 – 25, 2008 Albuquerque, NM

Engineering & Construction Courses Not Offered This Fiscal Year

Advanced AutoCAD Land Development (37500)

This course is intended for experienced users of the Land Development application. This course provides an in-depth look at the 3-D functions of the design package and covers advanced terrain modeling and calculations.

Landfill Closure Transfer Station Design (13600)

This course will provide tribal and IHS personnel with the knowledge and skills to prepare a closure plan for small landfills that will meet the requirements of current federal regulations. In addition, students will examine various design options and requirements for transfer stations and remote collection sites typically constructed as part of a rural solid waste collection system.

Microsoft Project (36500)

This course provides an introduction to Microsoft Project, a computer based project management system. Topics covered will include time management, customization of GANTT and PERT charts, tracking and reports. Students will also learn how to make and utilize macros, combine and consolidate projects and to create custom forms and reports. Examples from IHS construction activities will be utilized.

Pumps and Controls for Engineers (30000)

This 1-week course is divided into two separate topics: pumps and electrical controls. The pump portion covers hydraulics of pumped systems, pump drives, pump types, pump selection and specifications, and pump performance data. The electrical controls portion covers basics of motor controls, electrical safety, electric motors, troubleshooting, and designing motor controls.

Advanced GPS Surveying (38200)

A course that examines advanced GPS surveying techniques. The course centers on the use of Trimble's Geometrics Office software and post processing data. The course examines the use of CORS stations, coordinate systems, and other data sources.

AutoCAD Land Development (34500)

This course was formally known as Basic SoftDesk. An introduction to the surveying data reduction and design software developed by SoftDesk utilizing the AutoCAD computer aided drafting package. The training includes examples applications in surveying, easement preparation, and earthen design typical of Indian Health Service construction activities.

Advanced AutoCAD (32500)

This is an advanced course for engineers and technicians with a working knowledge of AutoCAD. The AutoCAD elements of the course include drawing and file management, paper

space, LISP routines, and advanced drawing techniques. A working knowledge of basic AutoCAD is needed for this course.

Construction Safety Program Development (38400)

A course designed to aid in the development of a construction safety program specific to each Area. The course centers on compliance with existing OSHA requirements, but also looks at program implementation.

Wastewater Pumping (30510)

This course provides sound design techniques for better operation and maintenance of lift stations, force mains, and pressure sewers. The University of Wisconsin teaches this course.

Leadership Development for the Engineer (35400)

This course develops leadership skills, teaches you how to lead an organization or department, and apply a leadership style appropriate for the situation.

Community, Land Use and Infrastructure Planning (39100)

A course designed to aid project managers, engineers and planners with the problems associated with land use planning and incorporating water, sewer, and other utilities. The course looks at the special problems faced with planning on Indian lands.

Mid-Level Technical Training (Engineers) (30100)

A course designed to examine current technical challenges for midlevel engineers. Topics included in the areas of project management, water quality design, and construction.

Water Quality and Arsenic (30200)

This is a design course for engineers that centers on the removal of arsenic from drinking water. Current treatment technologies will be reviewed in this course. The quality of existing sources and their effect on treatment will be discussed.



UTILITY OPERATION AND MAINTENANCE COURSES

Lift Station Operations (56100)

This interactive and hands-on training course will review pumps, piping, mechanical equipment, and electrical components commonly used in lift stations. It will provide an opportunity for attendees to work with commonly-encountered equipment during classroom exercises. Typical hydraulic problems are discussed and demonstrated including the effects of velocity, water hammer, and entrapped air. Operating problems related to debris, grease, and odor control are examined.

Who should attend: Wastewater system operators, utility managers, and engineers looking for operational background and troubleshooting information on lift stations

Course Length: 3 days

Continuing Education Units: 2.4

Learning Outcomes:

- Raise awareness of lift station types and equipment and piping/valve considerations
- Increase understanding of basic hydraulic considerations in lift station operation
- Review control systems and types
- Study pump troubleshooting techniques
- Discuss common operational problems and troubleshooting and cost controls
- Raise awareness level of applicable codes, safety compliance, and emergency procedures

Class Dates and Locations:	October 16 – 18, 2007	Dillingham, AK
	October 30 – Nov. 1, 2007	Nome, AK
	January 8 – 10, 2008	Bismarck, ND
	March 25 – 27, 2008	Reno, NV
	April 22 – 24, 2008	Fairbanks, AK

Tribal Water Utility Management (51500)

A course intended for first line supervisors of utility system workers and personnel. Elements of supervision, motivation, and conflict management are provided from a cultural and realistic viewpoint. Goals include developing management skills for supervisors of tribal utility laborers subject to frequent job turnover rates as well as developing understanding of labor laws and requirements. Problem solving techniques and student interactions are emphasized.

Who should attend: Tribal Utility managers and operators

Course Length: 3 days

Continuing Education Units: 1.8

Learning Outcomes:

- Become aware of management skills necessary for successful utility operation.
- Participate in problem-solving interactions using skills discussed in class.
- Increase confidence in applying management initiatives.

Class Dates and Locations:	July 8 - 10, 2008	Sioux Falls, SD
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Electrical Controls for Utility Operators (50500)

This course provides operational knowledge of basic electrical concepts and exposure to common electrical components used in water and sewer utility control systems. In this popular course, operators learn to use electrical meters and apply elementary trouble shooting techniques while constructing and testing actual pump control panels. This course relies heavily on hands-on activities and classroom participation.

Who should attend: Tribal Utility managers and operators

Course Length: 3 days

Continuing Education Units: 1.8

Learning Outcomes:

- Learn the basics of electricity and electrical control components
- Learn to use a multi meter
- Build working electrical panels
- Learn basic electrical troubleshooting

Class Dates and Locations:	March 11 -13, 2008	Bethel, AK
	May 6 – 8, 2008	Gallup, NM
	May 20 – 22, 2008	Escondido, CA

Cross Connection Control (55000)

The public health significance of cross connections in water utility systems will be covered. Fundamentals covered in this course; types and causes of backflow, types of backflow prevention assemblies, and their applications. Students will learn the requirements of backflow prevention associated with varying degrees of hazard. Standards and administrative requirements for a utility cross connection control program will be discussed in detail.

Who should attend: IHS or Tribal engineers and project managers, and EH staff

Course Length: 3 days

Continuing Education Units: 1.8

Learning Outcomes:

- Review the elements of a cross connection control program
- Learn to identify backflow prevention devices
- Learn backflow device testing

Class Dates and Locations:	February 19 - 21, 2008	Kotzebue, AK
	July 15 – 17, 2008	Arcata, CA

Water Distribution System Field Operations I (54000)

This hands-on course teaches operators repair techniques and operating characteristics of common water and sewer equipment including valves, hydrants, piping, and pressure regulators. By working on actual utility equipment, operators are provided the skills to perform maintenance and repairs in an efficient, cost-effective manner.

Who should attend: Tribal Utility managers and operators

Course Length: 3 days

Continuing Education Units: 1.8

Learning Outcomes:

- Learn to identify the basic components of a water distribution system
- Apply classroom lectures to hands-on exercises
- Perform water system taps, valve assembly & repair

Class Dates and Locations:	November 13 – 15, 2008	Kotzebue, AK
	December 11 - 13, 2008	Fairbanks, AK
	April 1 - 3, 2008	Sioux Falls, SD
	April 8 - 10, 2008	Sioux Falls, SD

Pumps and Pumping Systems, Operations and Repair (56000)

Designed as the follow-up course to "Electrical Controls for Utility Operators", this three-day course provides hands-on training in pumps and pumping system operation and repair. Student exercises reinforce and build skills in pump components and trouble-shooting techniques using actual pumping equipment for disassembly and demonstration purposes. Inclusion of electrical control panels builds on elements of previous courses to allow troubleshooting exercises using complete, operational water pumping systems.

Who should attend: Tribal Utility Operators and Managers

Course length: 3 days

Continuing Education Units: 1.8

Learning Outcomes:

- Increase understanding of basic water system hydraulics.
- Enhance troubleshooting skills through course exercises and demonstrations.
- Expand knowledge of basic pump components and equipment.

Class Dates and Locations:	January 22 – 24, 2008	Nome, AK
	February 12 – 14, 2008	Fairbanks, AK
	April 8 – 10, 2008	Dillingham, AK

O & M Courses Not Offered this Fiscal Year

Gas Chlorination Systems (51100)

The special safety and operating techniques used in handling and injecting chlorine gas are examined in this new course. The requirements of OSHA, EPA, and DOT are covered to provide operators an insight to the regulations of using chlorine gas.

Basic Water Skills (29500)

This course is designed to expose environmental health staff to a wide range of concepts and technical information related to drinking water. Course topics will include discussions of drinking water contaminants, the Safe Drinking Water Act, water disinfection and fluoridation, water sampling and testing, cross contamination issues, and water related emergencies.

Operation & Maintenance for Decision-Makers (57000)

This course provides an overview of the reasons for establishing a well-defined water, sewer and solid waste operational framework. This course explores the possible structural options and components of an effectively operating tribal utility maintenance organization. This course is designed for tribal council members, administrators, and other tribal management personnel.

Solid Waste Landfill Operations (13500)

This course is the Solid Waste Association of North America (SWANA) Manager of Landfill Operations (MOLO) seminar. Recent laws and regulatory changes are used as the basis for explaining the solid waste compliance activities faced by tribes and tribal operators. Guidance is provided on the Resource Conservation and Recovery Act (RCRA), the Indian Lands Open Dumps Cleanup Act, and the development of solid waste management plans and landfill operations specific to tribal systems.

Solid Waste Open Dump Assessments (16500)

This course discusses considerations in designing an open dump assessment program. Developed in conjunction with the University of Wisconsin, students will be provided an overview of the steps to assessing the content and potential threat to health and the environment posed by an open dump. Examples of assessment programs will be provided.

Solid Waste Planning (13600)

This course discusses considerations in designing a solid waste management system from collection to disposal for Native American communities.

FACILITIES MANAGEMENT AND ENGINEERING COURSES

Health Systems Planning (44050)

This course discusses the up-front planning and preparation associated with Program Justification Documents (PJD) and Program of Requirement (POR) documents. This includes data collection, verification, and consultation associated with beginning the HSP process. Other considerations covered are RRM, the IHS space criteria for designing health care facilities, estimating new activation costs, and funding utilization.

Who should attend: IHS or Tribal healthcare facility engineers/managers, design staff, planners, statisticians

Course Length: 3 days

Continuing Education Units: 1.8

Learning Outcomes:

- Understand how the process works before data entry into the HSP software occurs
- Identify the key consulting departments that should be in the HSP process

Class Dates and Locations: December 4 – 6, 2007 Anchorage, AK

Managing Risk in Facilities Construction and O&M (46700)

Learn about the impact that construction and maintenance activities have on occupied healthcare facilities and necessary code-compliance measures to meet national standards and guidelines. This 2-day course covers how Infection Control Risk Assessment principles apply to design, construction, renovation and maintenance activities.

Who should attend: Facility managers, design staff, Safety officers, Infection Control Practitioners

Course Length: 2 days

Continuing Education Units: 1.0 CEU/7 ASHE CHFM contact hours

Learning Outcomes:

- Identify ways to prevent mold growth
- Develop an understanding of remediation when mold is discovered
- Apply elements of current codes/standards in controlling the spread of disease during construction, renovation, and maintenance
- ID infectious hazards for construction/maintenance workers that may be encountered in demolition, construction, and maintenance activities
- Analyze general steps taken to manage patient surge when outbreak has occurred/how each is typically managed
- Identify proactive ways to communicate information both internally and externally when infectious sources are identified.

Class Dates and Locations: December 13 - 14, 2007 Scottsdale, AZ

New

PACS Core Concepts (49525)

This 3-day course serves as a precursor and enrichment for PACS vendors' applications and system-specific training. It provides an overview of PACS components, standards, and development history. Other topics include: security requirements, essentials of digital imaging, PACS integration standards, PACS operation, image management, QA/QC, evaluation and acceptance criteria, along with the management and business of PACS.

Who should attend: Biomedical/clinical engineering staff, PACS administrators

Course Length: 3 days

Continuing Education Units:

Learning Outcomes:

- Expand understanding of competencies required to perfect and sustain the movement of images and related data throughout the healthcare delivery system
- Increase awareness of PACS prior to specific vendor training

Class Dates and Locations: January 15 – 17, 2008 Arlington, TX

Commissioning Process for Existing Buildings (45625)

Learn how to apply the principles of the commissioning process (CxP) to existing buildings for improvements in productivity, indoor air quality, maintainability, operability, and energy efficiency. Course is jointly offered by University of Wisconsin-Madison and the Building Commission Association.

Who should attend: Facilities engineers and managers, project managers, design staff.

Course Length: 3 days

Continuing Education Units: 2.7

Learning Outcomes:

- Increase understanding of applying the commissioning process to enhance existing buildings.
- Provide guidance on practices and procedures for achieving successful projects on existing structures.
- Broaden awareness of the need to develop a commissioning process plan for existing buildings
- Identify the activities in all steps of implementing the commissioning process on existing buildings.

Class Dates and Locations: February 7 - 8, 2008 Las Vegas, NV

California OSHA for Facility Staff (38600)

This hands-on course is designed for Health Facilities management personnel working under the California OSHA general industry and construction industry standards. Topics include an introduction to the Occupational Safety and Health Act, the "General Duty Clause", OSHA recordkeeping requirements, electrical safety, fall protection, personal protective equipment, hand and power tools, excavation, walking and working surfaces, scaffolding standards, confined space safety, and stairways and ladders standards.

Who should attend: Facility engineers and managers, facility maintenance staff

Course Length: 3 days

Continuing Education Units: TBD

Learning Outcomes:

- Obtain the 10 Hour OSHA Card for both the General and Construction Industries.
- Understand the need for construction safety.
- Review CALOSHA construction safety standards.
- Review CALOSHA general industry standards.
- Learn to safely assemble/disassemble scaffolding in accordance with CALOSHA standards.

Class Dates and Locations: February 19 -21, 2008 Sacramento, CA

Combined OSHA for Facilities Managers (38500)

This hands-on course is designed for Health Facilities and SFC engineering, inspection and construction personnel working under the OSHA general industry and construction industry standards. Topics include an introduction to the Occupational Safety and Health Act, the "General Duty Clause", OSHA recordkeeping requirements, electrical safety, fall protection, personal protective equipment, hand and power tools, excavation, walking and working surfaces, scaffolding standards, confined space safety, and stairways and ladders standards.

Who should attend: IHS/Tribal construction engineers, facility engineers/managers, maintenance staff, engineering technicians, inspectors, project managers, and safety officers.

Course Length: 3 days

Continuing Education Units: 2.0

Learning Outcomes:

- Obtain the 10 Hour OSHA Card for both the General and Construction Industries.
- Understand the need for construction safety.
- Review OSHA construction safety standards.
- Review OSHA general industry standards.
- Learn to safely assemble/disassemble scaffolding in accordance with OSHA standards.

Class Dates and Locations: July 29-31, 2008 Albuquerque, NM

Building Mechanical Systems (49150)

This course will teach the basic concepts of mechanical systems and how they are selected and installed in today's building projects, this course is not intended to teach engineering design. Presentations include Fundamentals of HVAC&R: An Introduction to Heating, Ventilation, Air Conditioning, and Refrigeration, HVAC&R Equipment, HVAC Codes, Design and Systems Environmental Control and Building Automation Systems, Implementing Total Building Commissioning: A Project Team Partnering Process for Delivering Quality Buildings and Building Systems That Meet Owner Needs and Expectations, Constructing HVAC&R Building Systems. Course is presented through the University of Wisconsin Engineering Professional Development Center.

Who should attend: Facility engineers, facility managers, and maintenance supervisors; persons with some understanding but not expertise in building mechanical systems will benefit the most.

Course Length: 2 days

Continuing Education Units: 1.8

Objectives:

- Understand how to design and implement an effective Preventive Maintenance program.
- Explain how to determine the facility's business goals and the facility owner's profile and how these affect the project's chances of success
- Explain the procurement is, describe the various procurement methods, and explain how to choose the procurement method best suited for a given project.
- Describe the framework for project delivery, including major owner decisions, business goals, selecting a procurement method and project team, and steps in acquisition.

Class Dates and Locations:

April 21 – 22, 2008

Madison, WI

Facilities Orientation II (40500)

This week-long course is a continuation of the Facilities Orientation I program. Topics to be discussed include: real property management, Environmental Management Systems, cost estimating, budgets, OSHA regulations, and practical energy management. Department (DHHS) facility management initiatives will also be reviewed.

Who should attend: IHS or Tribal facility engineers and managers with less than 5 yrs experience in Facilities Management program

Course Length: 4 ½ days

Continuing Education Units: 3.2

Learning Outcomes:

- Raise awareness of the DHHS Facilities Management objectives.
- Understand the role of facility management in EMS, energy management.
- Review cost estimating and budget preparation.
- Increase understanding of OSHA regulations and the Facility manager.

Class Dates and Locations:

June 9 - 13, 2008

Albuquerque, NM

Quarters Management Orientation (40700)

Day one of the course will be hosted by the National Business Center; topics include federal quarters rent-setting rules, regional surveys, setting tenant rates, and hands-on computer training on Quarters Management Information System (QMIS). Day two will be presented by IHS Realty Management staff with a review of Quarters Management policy within IHS along with review and discussion of inspection procedures.

Who should attend: Facilities engineers and managers, quarters management staff, CEO's

Course Length: 2 days

Continuing Education Units: 1.2

Learning Outcomes:

- Review of quarters management policies and procedures.
- Learn inspection techniques and tools for effective quarters inspections.
- Identify the roles and responsibilities of personnel involved in quarters management.

Class Dates and Locations:

May 28 - 29, 2008

Denver, CO

Safety Audits

Safety audits are an important component of an effective safety and health program. Facility self-audits can identify risk and liability exposure, potential OSHA and other regulatory violations, employee accident and injury trends, and provide insight into safety program and training deficiencies. This course will provide a brief overview of relevant OSHA regulations affecting facility management and how to conduct a self-audit that will assist facility staff in providing a safe working environment.

Who should attend: Facility engineers/managers, maintenance personnel, and safety professionals who can benefit from safety audits

Course Length: 2 days

Continuing Education Units: 1.2

Learning Outcomes:

- Increase awareness of the OSHA safety requirements within facilities
- Gain knowledge of how to conduct an effective self-audit.
- How to use the audit and address findings.

Class Dates and Locations:

September 16 - 17, 2008

Rapid City, SD

International Building Code (46150)

This practical two-day course will increase attendee's working understanding of the nonstructural components of the International Building Code, focusing primarily on those requirements that deal with fire and life safety concerns. Practical information is presented on all topics including aspects of fire-resistive construction, fire protection and means of egress, performance-based concepts of the code, and specification-based technical requirements that are important in evaluating a building's design for code compliance. Course is presented by University of Wisconsin Professional Development Center.

Who should attend: Facility engineers and design staff

Course Length: 2 days

Continuing Education Units: 1.5 CEU, 15 PDH, 15 AIA LU

Learning Outcomes:

- Increase working understanding of 2006 IBC

Class Dates and Locations: August 6 - 7, 2008 Seattle, WA

Realty Basics (40600)

This course provides basic information on control and management of real property under the administrative jurisdiction of the IHS. It will cover the general guidelines and procedures for the acquisition, utilization, and disposal of owned and leased real property. Leasing and the various types of leasing IHS will be presented.

Who should attend: OEHE Directors, Facilities engineers and managers, tribal staff, CEOs

Course Length: 2 days

Continuing Education Units: 1.2

Learning Outcomes:

- Review the laws that govern Real Property Asset Management
- Determine the Real Property Officer/FM/CEO role in various realty actions
- Understand actions that increase or decrease real property asset values & why
- Understand when to notify the Real Property Officer

Class Dates and Locations: July 15 -16, 2008 Minneapolis, MN

Facilities Management Courses Not Offered this Fiscal Year

Construction under P.L. 93-638, Titles I & V/NEPA (11100)

This three-day seminar guides participants through Public Law 93-638 Construction under T-I and T-V. The options available to tribes under the law for a Title I contract or a Title V compact are covered in depth with examples presented for both options. The course is designed for tribal and IHS personnel involved in P.L. 93-638 construction activities.

Diagnosing Indoor Air Quality (19000)

This course is an introduction to air quality concepts. It includes the identification of hazards, evaluation techniques and sampling methods. Students will learn what impact building dynamics plays on the indoor air quality. They will also have the opportunity for “hands-on” exercises to measure and assess volatile organic compounds (VOCs), bio-aerosols, and other hazardous indoor air contaminants including carbon monoxide and radon. Topics will be discussed from a routine institutional standpoint, as well as in emergency settings.

Remediating Indoor Air Quality Problems (19010)

This course addresses techniques and methods to “cure” buildings of the most difficult class of indoor air contaminants – biological contaminants. The course content will extend to techniques and methods that have proven unsuccessful in remediation of contamination problems as well as those methods that have had success.

Hands-on Maintenance Training #1 (49000)

A basic maintenance course that covers maintenance problems encountered in housing or facility maintenance. Participants will be taken step-by-step through many different electrical and plumbing repairs. Detailed demonstrations will be utilized to explain how proven maintenance techniques can be used for troubleshooting, testing for problems, and for making adjustments, repairs, and replacements.

Hands-on Maintenance Training #2 (49100)

This maintenance course is an extension of the basic Hands-on Maintenance Training. This course will cover determination of wire size and breakers for various circuits, GFCI receptacle wiring for single locations, and various wiring configurations for duplex receptacles, 3 and 4-way switches. Students will learn how to repair Sloan valves and other plumbing valves, and how to design and build plumbing systems.

Maintaining Asphalt Pavements (48500)

This course will provide instruction on methods of selecting and implementing preventive maintenance techniques for asphalt pavements. Instruction includes information on cost-effective crack sealing and overlays, durable patching and innovative recycling, alternative surface treatments, and materials and methods for streets, highways, and parking lots.

Mechanical Inspection (46200)

This 5-day course will be a comprehensive review of the international codes related to mechanical systems and applications in critical inspection areas. The course is designed for those individuals involved in inspecting existing and new installations. Instruction emphasizes the international mechanical code and fuel gas codes.

International Plumbing Code – IPC (46110)

The International Plumbing Code establishes the standards for the protection of public health, safety and welfare through the proper installation and inspection of plumbing systems. This 2-day “hands-on” course will provide code requirements pertaining to plumbing materials, types of joints, plumbing fixtures, water heater installations, water distribution systems, sanitary drainage systems, traps, testing, and heating.

Certification for Radiological Equipment Specialist (CRES) (49510)

This 5-day course is designed to teach the experienced biomedical technician the requisite knowledge necessary to successfully pass the CRES test. Subjects covered include radiation physics, radiation safety, anatomy, physiology, x-ray equipment use, CDRII compliance testing, electronics, and troubleshooting.

PACS, DICOM, and Teleradiology System Maintenance (49520)

This 5-day course provides the necessary information for service professionals to maintain imaging systems. This rapidly expanding field includes the integration of digital imaging modalities (DICOM) into a picture archiving and communications system (PACS), and teleradiology system maintenance. Emphasis is placed on network topologies, DICOM compatibility, teleradiology, hardware components, software options, system configuration, security principles, network system maintenance, system integration, and network troubleshooting.

Biomedical Test Equipment (49500)

This course instructs on the proper use of biomedical test equipment. The training will feature “hands on” DNI product training. Emphasis is placed on skill development and productivity through integrating biomedical test equipment with the Sentinel 32 computerized maintenance management system for biomedical devices.

HVAC for Health Care Facilities (45500)

The training program will provide information necessary to understand how HVAC systems function and their role in a healthcare setting. Because of the nature of healthcare facilities and importance of HVAC in many segments of these facilities, the course will focus specifically on the special use requirements for healthcare facilities that encompass both clinics and hospitals.

The program will provide an overview of heating, ventilation, and air-conditioning systems with an emphasis on healthcare facilities (hospitals and clinics). In addition to covering the fundamentals of HVAC systems, an overview of commissioning is included in the course.

Direct Digital Controls (DDC) for HVAC (44600)

This five-day course gives students in-depth information on the Direct Digital Controls (DDC) systems available today. In addition, students learn how DDC systems operate, how to utilize DDC for a variety of input/output devices and how to achieve optimum control strategies and energy management objectives. Students will also learn DDC programming concepts and how to use DDC for system diagnostics.

Commissioning of HVAC Systems (45600)

This 5-day course provides the technical skills necessary to commission HVAC and control systems in commercial buildings. The course combines focused classroom training with hands-on lab sessions. Systems to be commissioned include device level testing for sensors and actuators, component level testing for coils, fans, pumps, dampers, and valves, terminal units testing for VAV boxes and coil units, air handling units, hydronic systems, and primary equipment. Live DDC workstations will be used for DDC system front-end setup, graphics, trending and alarming functions.

Basic Plan Review for Health Care Facilities (47000)

This course provides the basic principles of plan review for means of egress and fire protection. The course covers plans and specification content, typical drawing conventions, architectural symbols, detail and section symbols, as well as code information, the “how-to” of performing a plan review, and how not to “miss” important egress and fire protection features. The plan review instruction will be based on the NFPA Life Safety Code, and it is assumed that attendees have some knowledge of the code. Each student will receive the latest version of the Life Safety Code.

Control of Infectious Agents Through Building Design (47100)

Concerns about mold and the appearance of other little-understood, elusive microbes highlight the seriousness of effective control of infectious agents and other contaminants in healthcare facilities. This practical, multidisciplinary course will address these concerns. The course will present techniques that healthcare administrators, facility planners, consulting engineers or infection control specialists can use to gain proficiency in infection control.

Health Facilities Data System & Asset Management (44160)

This course provides an overview of the Health Facilities Data System and a discussion of current topics in asset management. Presentation of material will be interspersed with hands-on computer practice sessions. Attendees will be provided a current review of facility data base operations and their implementation within the facilities management program.

Assets Management (44150)

This course is presented by the Facilities Program Development Branch, Headquarters, and provides specific training on the HFDS Projects Module. It is intended that the students will have a better understanding of CIP impacts on the entire processing of documents related to construction, property inventories, beneficial occupancy, and final closeout.

Cost Estimating (44100)

This course teaches the RS Means programs for estimating new, renovated, and repair projects. Course structure allows students opportunities to learn several different Means modules. Modules include Repair & Remodeling, Unit Price, Square Foot, and Facilities Maintenance & Repair Estimating. Students will achieve a thorough and complete understanding of the Means cost data, including material, labor and equipment costs, productivity and crews. Students will learn to analyze and apply factors that impact project costs.

