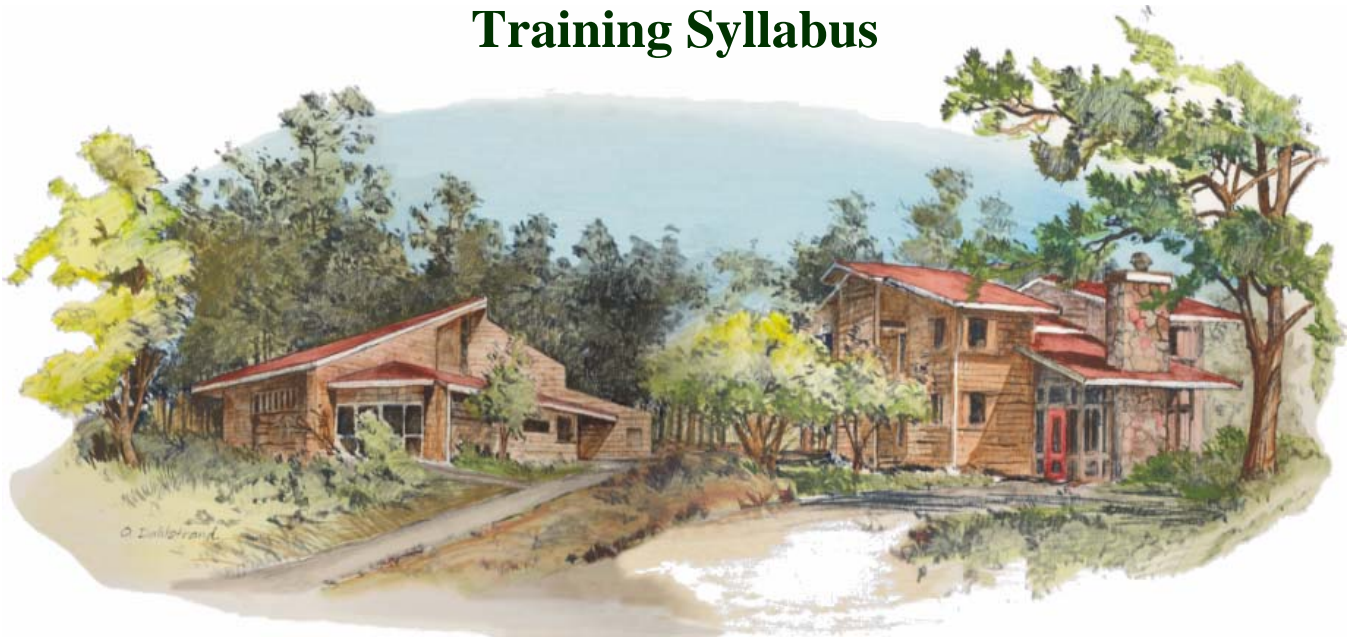


CA Integrated Waste Management (AB-75) 2006 Recycle Coordinator Workshop

October 10 – 11, 2006

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: August 30, 2006
To: Supervisor
From: **Department of Parks and Recreation**
William Penn Mott Jr. Training Center
Subject: Employee Attendance at Formal Training
CA Integrated Waste Management (AB-75)
2006 Recycle Coordinator Workshop

An employee from your office will soon be attending the formal training program described in the attached. Please insure that the employee is fully prepared to attend the session and that the groundwork is laid for the employee's implementation of the training upon returning to work.

You can assist with capturing the full value of the training by taking the following steps:

Prior to Training

1. Make sure that **specific** employee needs are identified and, if necessary, called immediately to the attention of the Training Coordinator.
2. Review with the employee the reason for the employee's attendance.
3. Review objectives and agenda with the employee.
4. Discuss objectives and performance expected after the training.

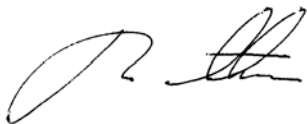
Immediately Following Attendance

1. Discuss what was learned and intended uses of the training.
2. Review the employee's assessment of the training program for its impact at the workplace and review the due date of the Post-Training Evaluation form.
3. Support the employee's use of the training at the work place.

Prior to Three Months Following Training

1. Employee after discussion with the supervisor login to the Employee Training Management System (ETMS) to complete the Post-Training Evaluation form.
2. Supervisor evaluates the effectiveness of the training on the employee's job performance and login to the ETMS to complete the Training Effectiveness Assessment form.

Thank you for your assistance in seeing that the full benefit of training is realized.



Broc E. Stenman
Department Training Officer

Attachment

cc: Participant

TABLE OF CONTENTS

Formal Training Guidelines	1
Program Attendance Checklist.....	6
Post Training Assignment	7
Agenda.....	8
Program Outline	10
Program Objectives.....	11
Location Map.....	12

***Mission Statement
Training Office***

***The mission of the Training Office is to improve
organizational and individual performance through
consulting, collaboration, training and development.***

TRAINING CENTER STAFF

Broc Stenman Department Training Officer
Michael Green Assistant Department Training Officer
Joanne Danielson Academy Coordinator
Chuck Combs Training Specialist
Dave Galanti Training Specialist
Michelle Gardner Cadet Training Officer
Connie Breakfield..... Cadet Training Officer
Pat Bost Assistant Program Coordinator
Pamela Yaeger Assistant Program Coordinator
Summer Kincaid Assistant Program Coordinator
Bill Spencer..... Assistant Program Coordinator
Brian Petersen Program Assistant

THE MISSION

of the California Department of Parks and Recreation is to provide for the health, inspiration and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high quality outdoor recreation.



FORMAL TRAINING GUIDELINES

Welcome to formal training, an essential component in your career development.

Since 1969, our Department has been providing a continuously changing number of diverse training programs at its Training Center. The Department strives to enhance your learning and job performance with formal training of the highest quality. This fact demonstrates the commitment your Department has made to you in your service to the public. This commitment is costly and represents an important investment in you and your career. You and the Department realize a return on that investment by your positive participation and post training follow-through.

The program you will be participating in is described in this training syllabus, which outlines what you can expect from this training and what is expected of you. This syllabus details what you should do before you leave for training; what to do when you arrive; what you will be doing while in training; and, importantly, what you should be able to do when you return to your work site. Specifically:

1. **SYLLABUS:** The syllabus is now accessible on the Employee Training Management System (ETMS). You should print a copy of the syllabus to bring with you to class. Your copy of this syllabus is an important part of your training experience and should be brought with you to training. Read it before you arrive and review it following the program along with material you received at training.
2. **PRE-TRAINING ASSIGNMENTS:** Your completion of pre-training assignments is essential to the success of your training. You are responsible for all reading assignments in preparation for classroom sessions. Time will be provided during working hours to accomplish any assignments, which involve either individual or group efforts and resources. (Pre-training assignments are listed in the "Training Attendance Requirements" section.)
3. **TRAVEL:** Arrange your travel to and from the training through your District or Office. (No reimbursement for travel expense - including per diem costs - will be approved for travel not specifically authorized in advance by the District Superintendent.) Individuals may claim reimbursement for incidental expenses

incurred as outlined in DAM 0410.6. The Training Center does not have the capability to provide transportation to/from Monterey Airport.

4. **HOUSING:** Housing will be assigned to you on a shared-room basis and will be available from 3 p.m. on the date of arrival to 12 noon on the date of departure. The Department provides your room and board expenses at the Training Center only. No per diem allowance will be authorized for living off-grounds. This does not preclude living off-grounds at your own expense. Please advise the Department Training Officer no later than one week before your scheduled arrival if you plan to live off-grounds. No animals are permitted in Asilomar housing. In the event of an emergency, staff must know your room assignment; therefore, you may not switch rooms without staff approval. Overnight guests are not allowed in the buildings unless registered beforehand at the front desk in Asilomar's Administration Building. Quiet hour for lodge living areas is 10 p.m.

HOUSING CANCELLATION POLICY: If you do not need lodging or must change or cancel your reservation, you must contact the Training Center at least 72 hours prior to your date of arrival. The Training Center is committed to ensuring that the reservation that has been made for you is accurate and needed.

5. **MEALS:** Meals will be provided, semi-cafeteria style, from dinner on the date of arrival through lunch on the date of departure. Meals will be served at 7:15 a.m. for breakfast, 12 noon for lunch, and 6 p.m. for dinner. Hot or box lunches may be provided on some days. If you require a special diet, notify the Asilomar Chef at 831-372-8016 no later than one week before your scheduled arrival.
6. **OFF-GROUNDS ACCOMMODATIONS:** When authorized to stay off-grounds by the Department Training Officer, the Training Center will pickup the cost of your room and meals at the current DPR Asilomar rate. If you stay off grounds and have meals on grounds, the Training Center will authorize only what the Department pays Asilomar for lodging.
7. **CLOTHING:** Field uniforms of "Required Uniform Items" (not including optional items) will be worn daily by all uniformed employees during formal training sessions unless specified in the Program Attendance Checklist (See "Required Uniforms Items" in the appropriate Uniform Handbook). Non-uniformed employees should wear apparel normally worn on the job. Appropriate attire includes apparel suitable for casual office dress. It does not include such items as shorts, T-shirts or tank tops (special clothing requirements for your program may be described in "Attendance Checklist" section).

Because we are on the conference grounds with many other groups, and the image we project as State Park employees is important not only during working hours but off duty hours as well, your informal sportswear should be appropriate.

8. ROOM SAFES: Two safes have been installed in each of the lodge rooms used by the Training Center (Live Oak, Tree Tops, and Deer Lodge). These safes are a type that allows the user to input their own combination of numbers to facilitate opening and closing. The Training Center has a master key for emergency entry. Safes are to be left in the open position when checking out of your room.
9. WEAPONS: Weapons are permitted in rooms under the following conditions. Authorized firearms and magazines stored while at the Training Center shall be in a safe condition and stored in one of the following locations: your room safe in Live Oak, Tree Tops, or Deer Lodge, one of the Training Center's safes in the Whitehead Room or secured in your vehicle.
- 10 ALCOHOLIC BEVERAGES: Participants shall not possess or consume alcoholic beverages in common areas (living room) while on the Asilomar Conference Grounds unless provided and hosted by Concessionaire Delaware North.
11. SMOKING: Smoking is not permitted in the Training Center or in any lodge or guest room on the Asilomar Conference Grounds.
12. TRAINING CENTER: The Training Center is located on Asilomar Conference Grounds, part of Asilomar State Beach. The Conference Grounds are operated for our Department by a concessionaire, and all lodging and food services are provided to us by employees of the concessionaire. Constant efforts are made to maintain a sound, harmonious working relationship between the Department and concessionaire. None of us can expect preferential treatment for any reason and, as a departmental employee; you will be expected to join in our continuing effort toward an effective relationship with each Asilomar concession staff member. On occasion, non-departmental groups may be staying in the same lodges. It is imperative that you represent the Department well on and off duty.
13. REGISTRATION: When you arrive at Asilomar Conference Grounds, go directly to the front desk at the Asilomar Administration Building for your room key and dining room ticket. If you require vegetarian meals, notify the front desk representative and your meal ticket will be marked accordingly.
14. COURSE LEADERS: The formal training you will attend is developed and, for the most part, conducted by experienced State Park employees in field and staff positions. Some courses will be conducted by qualified instructors from other agencies and educational institutions. Your course leaders have proven their ability and knowledge in their profession, and provide a level of expertise difficult to match.

15. **TRAINING CENTER STAFF:** A Training Center staff member has been assigned responsibility for your training group as well as for your training program. That staff member usually serves as a Course Leader as well as a Coordinator. During the program, you may be asked to assist Training Center staff in the logistics of your training program (organizing field trip transportation, supervising classroom breaks, etc.). Center staff will do all within their power to make your training experience pleasant and meaningful.
16. **TRAINING MATERIALS:** May be made available to you at both your unit and the Training Center. Handout materials issued at your unit should be brought to training for possible use. A conference binder or notebook will be issued to you at the training session for note taking and convenience in handling materials. Copies of DAM and DOM will be available to you for self-study. Bring your own pens and pencils.
17. **ATTENDANCE:** Regular attendance is a critical course requirement and your participation is important to the success of this training. **An absence of more than 10% of the course hours constitutes grounds for dropping a participant from the course.** The Training Center Manager may modify this requirement based upon participant knowledge level and/or the portion of the course missed. (There is a separate attendance policy for Basic Visitor Services training contained in the Participant Handbook).
18. **COLLEGE CREDIT:** Most training programs are accredited by Monterey Peninsula College for lower division credit. If you successfully complete an accredited program, you will receive either a letter grade or a credit/no-credit designation.
19. **VEHICLES:** All vehicles should be parked in the lots adjacent to the Training Center. Any questions regarding use of a State vehicle while at the Training Center should be discussed with your supervisor prior to your departure for training, or with your Program Coordinator while at the Training Center.
20. **BICYCLES:** If you bring your bicycle, store it in the bicycle shed next to the Training Center. Bicycles may not be brought into any building nor chained to lamp posts, trees, etc. The Training Center has a limited number of bicycles available for your use. Prior to your use, you are required to complete a safety inspection and sign a waiver, which is posted in the bicycle shed.
21. **MAIL:** Mail forwarded to you during your time at the Center should be addressed to you in care of:

Department of Parks and Recreation
WILLIAM PENN MOTT JR. TRAINING CENTER
P. O. Box 699, Pacific Grove, CA 93950

22. CELL PHONES: As a courtesy to your fellow participants and course leaders ensure that your cell phone is turned off during classes. Participants should not be receiving or making cell phone calls during class time. Please limit those calls to your breaks.
23. FAX: The Training Center's FAX number is (831) 649-2824.
24. TELEPHONE: Limit phone calls during classroom hours to urgent business or emergencies. Anyone wishing to contact you by telephone during working hours should call the Center at (831) 649-2954. Calls after 5 p.m. or during weekends should be made to (831) 372-8016, Asilomar Conference Grounds, and the caller should tell the switchboard operator you are with a Department of Parks and Recreations training group.
25. LAUNDRY AND DRY CLEANING: May be taken care of by you at one of several local establishments. An iron is available for 24-hour checkout from the Training Center front desk.
26. RECREATION: Facilities available on grounds include a heated swimming pool, ping-pong and pool tables, and a volleyball court. The Monterey area offers horseback riding, golf, tennis, racquetball, deep sea fishing, and many historical landmarks and scenic sights to explore.
27. POST-TRAINING ASSIGNMENTS: In connection with formal training are to be completed under the direction of your supervisor. See "Program Attendance Requirements" in this syllabus.
28. COFFEE BREAK REFRESHMENTS: Will be available throughout each session at the Center. You will be asked to contribute to the "Hospitality Fund" to defray expenses. Please bring your own coffee cup.

PROGRAM ATTENDANCE CHECKLIST

To assist you in your preparation for formal training sessions for CA Integrated Waste Management (AB-75) 2006 Recycle Coordinator Workshop, the following checklist is provided:

1. Read and understand the CA Integrated Waste Management (AB-75) 2006 Recycle Coordinator Workshop syllabus prior to your arrival.
2. Bring the following to training:
 - Training Syllabus - Download and print from Employee Training Management System (ETMS)
 - Integrated Waste Management - Bring a copy of your District's current plan to the workshop for reference and review.
 - Proper FIELD UNIFORM - There will be a field exercise the second day – please wear comfortable clothes and walking shoes.
 - Pen and writing material
3. Pre-Training Assignment

By September 26, 2006, please complete and fax the following Pre-Visit Form (three pages) to Hank Pagliaroli at (916) 651-8456. The Pre-Visit Form will be used to help identify and assess your District's waste material stream during the workshop. Please complete it to the best of your ability.

By September 26, 2006, please fax or e-mail at least two (2) questions and/or issues relating to AB 75 or other issues relating to waste management diversion and/or disposal that you would like to discuss at the Recycle Coordinator Workshop. Please e-mail to Hank Pagliaroli at hpagliaroli@parks.ca.gov or fax to (916) 651-8456.

We will try to answer all your submitted questions during the course of the workshop. You will also have an opportunity to network with your fellow Recycle Coordinators to share ideas and solutions for a successful waste management program.

Please bring your ideas for future reduce, reuse and recycle trainings. Please call Hank Pagliaroli at (916) 653-4778 if you have any questions regarding the workshop content.

Recycle today to ensure the beauty of parks for tomorrow!

POST-TRAINING ASSIGNMENT

Prior to ninety days after the completion of this program, the employee and his/her supervisor should sit down and discuss the impact and assess the effectiveness this program has had on the employee. Then both the supervisor and employee should login to the Employee Training Management System (ETMS) and complete the Post-Training Evaluation form (an email will be sent to both employee and supervisor notifying them that the evaluation needs to be completed). Once you login to the ETMS, you will need to fill out the evaluation form before you will be able to do anything else.

The post-training evaluation process is intended to provide a bridge between classroom instruction and the on-the-job application of training. The information obtained through this process will assist the training participant, supervisor, and Training Center in providing a return on the investment the Department has on training.

**CA INTERGRATED WASTE MANAGEMENT (AB-75)
2006 RECYCLE COORDINATOR WORKSHOP – A G E N D A
 October 10-11, 2006**

**Tuesday
October 10**

1300-1330	Welcome and Orientation	Pagliaroli/Bohlmann
1330-1345	Workshop Overview Participant Expectations <ul style="list-style-type: none"> • History and Requirements of AB 75 • Resources Agency Policy • Recycle Coordinator Responsibilities • Assessing Your District's Waste Stream • Refuse Disposal and or Recycling Contract Language • Consistencies-Top 5 Conversion Methods • Documentation Requirements-Supporting your findings for the annual report • How to Find and Use the CIWMB website for preparing the annual report/SOARD 	Pagliaroli
1345-1415	Department of Conservation	Miller
1415-1530	Instructions for Completing Parts 1 and II for Annual Report	O'Shaughnessy
1530-1645	Instructions for completing Part III for Annual Report	O'Shaughnessy
1645-1700	Review of Recycle Coordinator's Questions	Bohlmann
1700-	<i>Registration:</i> Register at the Asilomar Administration Building (After Class)	All

**Wednesday
October 11**

0800-0900	Waste Assessment Training <ul style="list-style-type: none"> • Review of Pre-Visit Forms and Discussion • Review of Refuse Disposal and or Recycling Contract Language • Develop Local Agency and Recycling Center Liaisons • Documentation Requirements - Support your findings for the annual report • Grant Information 	Pagliaroli
-----------	---	------------

CA INTERGRATED WASTE MANAGEMENT (AB-75)
2006 RECYCLE COORDINATOR WORKSHOP – A G E N D A
October 10-11, 2006

Wednesday
October 11

0900–1100	Waste Stream Assessment (Dumpster Dive!) <ul style="list-style-type: none">• Identify and sort waste items• Calculate weights	Pagliarioli
1100-1145	Open Discussion <ul style="list-style-type: none">• Sharing successful programs and ideas• Dumpster Dive Results-apply to your own District	Pagliarioli Bohlmann
1145-1200	Evaluation and Departure	All

**CA INTEGRATED WASTE MANAGEMENT (AB-75)
2006 RECYCLE COORDINATOR WORKSHOP**

8 Hours

PROGRAM OUTLINE

Hours

<u>PROGRAM ADMINISTRATION</u>	1.0
Orientation.....	
Evaluation/Review.....	
<u>WORKSHOP OVERVIEW & EXPECTATIONS</u>	0.5
Review Participant Questions (Pre-Training Assignment).....	
History of AB-75	
Resources Agency Policy.....	
<u>DEPARTMENT OF CONSERVATION</u>	0.5
<u>CIWMB ANNUAL REPORT COMPLETION</u>	2.0
<u>WASTE ASSESSMENT TRAINING</u>	3.0
Review of Pre-Visit Forms.....	
Contract Language Review	
Waste Stream Assessment (Dumpster Dive)	
<u>OPEN DISCUSSION</u>	1.0
Sharing successful programs and ideas.....	
TOTAL HOURS	8.0

**CA INTEGRATED WASTE MANAGEMENT (AB-75)
2006 RECYCLE COORDINATOR WORKSHOP**

Purpose: To review the history and requirements of AB 75, and provide DPR's Recycle Coordinators with tools and guidelines necessary to perform a waste stream assessment, calculate and capture appropriate data, and successfully submit this data in the Annual Waste Management Report to the CA Integrated Waste Management Board (CIWMB).

Program Objectives: By the close of the session, the participant will

1. Understand AB 75 mandates for 50% diversion of waste from landfills.
2. Understand the process to conduct an accurate and well-documented Waste Stream Assessment in a District/Sector/Park Unit to determine sources of waste and possible diversion for landfills.
3. Be familiar with specific tips, tools and guidelines to implement effective refuse disposal and/or recycling contract language, calculate accurate waste diversion weights, and effectively work with local agencies and refuse disposal/recycling vendors to successfully meet the mandated 50% diversion requirement.
4. Be familiar with the CIWMB website publications and instructions for the accurate and timely submission of the Annual Waste Management Report via SOARD.

location map for
WILLIAM PENN MOTT JR. TRAINING CENTER
837 ASILOMAR BLVD.
PACIFIC GROVE, CALIFORNIA 93950

