

For: State and County Offices

**2000 Training for State Environmental Coordinators (SEC)**

Approved by: Acting Deputy Administrator, Farm Programs



**1 Overview**

**A**

**Background**

Environmental training for FSA SEC's is necessary to implement a successful environmental program. The training provides an overview of FSA's requirements to comply with environmental laws and regulations.

**B**

**Purpose**

This notice invites and authorizes SEC's to attend the training session. The training provides an overview of the following environmental areas:

- programmatic agreements with State and Tribal Historic Preservation Officers
- awareness level training for hazardous materials/hazardous waste
- confined animal feeding operations
- nutrient management plans
- due diligence
- completing better environmental assessments.

**C**

**Reasonable Accommodations**

Persons with disabilities who require accommodations to attend or participate in this meeting should contact James P. Fortner at 202-720-1976 or GSA Federal Relay Service at 1-800-877-8339 by September 5, 2000.

<p><b>Disposal Date</b></p> <p>February 1, 2001</p>	<p><b>Distribution</b></p> <p>State Offices; State Offices relay to County Offices</p>
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## Notice EQ-104

### 2 Training Information

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#### A

##### Training Dates

The training will be held in San Antonio, Texas, on September 12-15, 2000. Training will begin promptly at 1 p.m. on September 12 and end no later than noon on September 15.

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#### B

##### Hotel Information

The training will be held at the:

Hilton Palacio del Rio  
200 South Alamo Street  
San Antonio, Texas.  
210-222-1400

Reservations must be made directly with the hotel by calling 210-222-1400 by COB August 18, 2000, or participants will be subject to regular room rates.

When making reservations with the hotel, participants must specify that they will be attending the United States Department of Agriculture 2000 Environmental Training to receive the special Government rate of \$91. Government ID is required to receive the special Government rate.

Hotel check-in time is 3 p.m. on the day of arrival and check-out time is 11 a.m. on the day of departure. Any cancellations, no shows, or early departures without advance notice will result in forfeiture of 1 night's room revenue guarantee.

Reservations may be guaranteed by using the Nations Bank Government credit card or by some other means.

Persons with disabilities who require accessible lodging should contact the hotel directly.

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#### C

##### Travel Authorization

Travel expenses shall not exceed the \$133 per diem rate for authorized attendees. The maximum reimbursement for lodging will be \$91 with an M&IE rate of \$42. Travel for Federal State Office participants shall be charged to Washington-controlled State travel. Rental cars are not authorized.

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**Notice EQ-104**

**2 Training Information (Continued)**

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**D**

**Arrival and  
Departure Times**

Registration will take place on Tuesday, September 12, 2000, from noon to 1 p.m. The training will begin at 1 p.m. and will end at noon on Friday, September 15, 2000.

**Note:** Participants should not schedule departing flights before 2 p.m. on Friday.

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**E**

**Airport  
Transportation**

Transportation from the airport is available by the SA Shuttle which departs every 15 minutes. Tickets for the shuttle are available at terminals 1 and 2. The cost is \$8 per person each way.

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**F**

**Additional  
Information or  
Assistance**

Parking is available in the hotel for \$10.50 or valet parking at \$21.50. Follow this table to request additional information.

<b>IF additional information is needed on...</b>	<b>THEN contact...</b>
training	James P. Fortner at 202-720-1976 Steve Gilmore at 202-720-5104.
travel or hotel accommodations	contact airlines or hotel directly.

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**G**

**State Office and  
Participant  
Action**

State Offices and participants shall take the following action.

<b>Step</b>	<b>Action</b>
1	By <b>COB August 18, 2000</b> , participants shall register directly with the Hilton Palacio del Rio.
2	By <b>August 22, 2000</b> , each SEC must notify James P. Fortner that they will be attending the training.  <b>Note:</b> The notification may be FAXED to 202-720-4619.
3	Each participant shall complete SF-182 to document this training according to 6-PM.

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