

For: State Offices

2006 Training for State Environmental Coordinators (SEC's)

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Annual environmental and cultural resources training for SEC's is necessary to comply with the National Environmental Policy Act and National Historic Preservation Act. This training provides an overview and update of FSA's requirements to comply with various environmental and cultural resources laws, regulations, Executive Orders, and departmental directives, and handbooks.

B Purpose

This notice provides information about the training session.

C Training Objectives

This training will provide an overview and update of the following main environmental and cultural resources areas of concern:

- emerging issues including:
 - revising 1-EQ
 - issuing mitigated findings of no significant impact (FONSI's)
 - public notice and class reviews for actions located in floodplains
 - consulting with State Historic Preservation Officers, tribes, and the U.S. Fish and Wildlife Service
 - direct and indirect environmental impacts
- annual hazardous waste awareness refresher
- hazardous waste remediation.

Disposal Date	Distribution
July 1, 2006	State Offices

Notice EQ-124

2 Training Information

A Training Dates

The training will be held in Denver, Colorado the week of June 5, 2006.

New SEC's will convene on Monday, June 5 at 8 a.m. to begin an intensive 1-day introduction to environmental and cultural resources compliance as it pertains to FSA. New SEC's represent the following States:

- Colorado
- Pennsylvania
- South Dakota
- Utah
- Virginia
- Wyoming.

At 8 a.m. on Tuesday, June 6, 2006, all SEC's including the new SEC's will convene for:

- expanded training
- open discussion on emerging issues
- hazardous waste safety refresher course
- questions and answers.

Training will conclude at 5 p.m. on Thursday, June 8, 2006. Friday will be a travel day. **No one** is authorized to leave before the end of the training.

B Participants

The following personnel are authorized to attend the training.

Office	Authorized Attendees
State Office	<p>Only the designated SEC, 1 per State.</p> <p>Note: Texas and Mississippi are authorized to send their SEC and assistant SEC.</p> <p>If SEC is unable to attend the meeting, contact 1 of the following:</p> <ul style="list-style-type: none">• James Fortner at 202-720-5533• Kathleen Schamel at 202-690-1164• Matthew Ponish at 202-720-6853.

Notice EQ-124

2 Training Information (Continued)

C Hotel Information

The training will be held at the:

Adams Mark Denver
1550 Court Place, Denver, CO 80202
telephone: 303-893-2558
FAX: 303-626-2542
guest FAX: 303-626-2543.
Web site: <http://www.adamsmark.com/denver/>

Each participant must make his or her own travel and hotel reservations. To receive the Government rate the participants must identify themselves as part of USDA State Environmental Coordinators. Government ID is required to receive the Government hotel rate. Deposits will be refunded if reservation is cancelled 72 hours before check in.

The cut off date for reservations is May 15, 2006. Check in is available after 3 p.m. Check out is noon.

D Travel Authorization

Travel expenses are authorized not to exceed the \$173 per diem daily rate for each authorized participant. The maximum reimbursement for lodging is \$124 with an M&IE rate of \$49. Travel for Federal State Office participants shall be charged to their individual State-controlled travel funds. States participating in any national training should submit monthly requests for reimbursement to their travel allotment to BUD. Rental cars are **not** authorized.

E Arrival and Departure Times

The schedule is as follows.

Who	Registration Date	Registration Time	Training Begins	Departure Date
New SEC's	Monday, June 5	7 a.m. - 8 a.m.	8 a.m.	Friday, June 9
All SEC's, including new SEC's	Tuesday, June 6	7 a.m. - 8 a.m.	8 a.m.	Friday, June 9

Note: Participants shall not schedule departing flights before 7:30 p.m. June 8, 2006.

Notice EQ-124

2 Training Information (Continued)

F Airport Transportation

Transportation options include public transit, scheduled door-to-door shuttle van service, charter buses, limousines, rental cars, or taxicabs.

- Shuttle service is approximately \$18 each way. Super shuttle leaves the airport every 10 minutes.
- Taxis are approximately \$40-\$60 each way.

G Additional Information

Participants planning on shipping training materials after the meeting should bring their own shipping account number and packaging.

Follow this table to request additional information.

IF additional information is needed on...	THEN contact...
training	<ul style="list-style-type: none">• James Fortner at 202-720-5533• Kathleen Schamel at 202-690-1164• Matthew Ponish at 202-720-6853.
travel or hotel accommodations	airline or hotel directly.

H Participant Action

Participants shall take the following actions.

Step	Action
1	Each SEC must notify James Fortner, Kathleen Schamel, or Matthew Ponish that they will be attending the training by May 1, 2006 . E-mail notification to either of the following: <ul style="list-style-type: none">• James.Fortner@wdc.usda.gov• Kathleen.Schamel@wdc.usda.gov• Matthew.Ponish@wdc.usda.gov.
2	Participants shall register with the Adams Mark Hotel by COB May 15, 2006 ,
3	Participants shall document this training through AgLearn according to subparagraph I.

Notice EQ-124

2 Training Information (Continued)

I Documenting Training in AgLearn

Each participant shall document the training no later than **May 15, 2006**, through AgLearn.

Step	Action
1	Access AgLearn at http://www.aglearn.usda.gov .
2	Under the "Student" tab, CLICK: <ul style="list-style-type: none">• "Login"• "Continue".
3	On the eAuthentication Login Screen: <ul style="list-style-type: none">• enter your user ID and password• CLCIK "Login".
4	CLICK "Catalog" located at the top of the screen.
5	CLICK "Farm Service Agency" located on the left side of the screen.
6	Find "2006 Training for State Environmental Coordinators" and click on the "6/5/2006" start date, then CLICK "Register".
7	Enter your State name and your title in "Comments" box and CLICK "Confirm" under the "Registration Comment" section.
8	An e-mail confirmation will be received in the next hour.

J Reasonable Accommodations

Persons with disabilities who require accommodations to attend or participate in this training shall contact James Fortner by May 19, 2006, by either of the following:

- telephone at 202-720-5533
- email to **James.Fortner@wdc.usda.gov**.

Notify the airlines and hotel directly of any accommodations that are necessary.