WORK PROCESS SCHEDULE

Please review the attached Schedule of Work Experience to ensure that your company can supply the proper on-the-job training to the apprentice. Minor adjustments can be made to the work processes. Enter changes directly to the document and then return it to this office for review and approval.

	Work Processes	OJL Hours
A.	Environmental Field Data Collection: • Collect, synthesize, and report environmental data, such as; emission and atmospheric monitoring measurements, meteorological and mineralogical information, soil or water samples, or other field data • Collect data to support determination of validity, quality, and scientific significance, and to interpret correlations between human activities and environmental effects • Implement data collection methods to be employed in research projects and surveys • Maintenance and calibration of sampling equipment/instruments/apparatus • Set-up equipment or stations to monitor or collect environmental data. • Prepare samples for testing and analysis • Record test data and prepare reports, summaries and charts that interpret the results • Maintain sampling documents and records	800
B.	Communicate Environmental Data: • Communicate scientific and technical information to project manager or internal audiences through oral briefings, written documents, or workshops. Support external presentation of data to public or organizations. • Prepare tables/figures/charts/graphs from data samples, providing summary information on the environmental relevance of the data. • Provide information, technical support and program assistance to governmental agencies, environmental programs, industry, or the public.	600
C.	Comply with Environmental Regulatory Requirements: • Process environmental permits, licenses, and related materials. • Implement environmental technical standards, guidelines, policies, and regulations • Provide technical guidance on proper standards and regulations or the development of policies, strategies, and codes of practice for environmental management.	600
D.	Conduct Environmental Site Investigations:	650

- Investigate and report on incidents/accidents affecting the environment.
- Research sources of pollution to determine their effects on the environment and to support pollution abatement or control under the direction of Project Manager.
- Evaluate violations or problems discovered during inspections.
- Conduct environmental audits and inspections, and investigations of violations.

E.	Support environmental research or studies on environmental topics, such as waste control/treatment and environmental impact abatement methods to obtain technical environmental information about planned projects.	325
F.	Implement Environmental Programs: • Monitor environmental impacts of development activities and recommend means of prevention or control. • Implement programs (re-vegetation, ecological sciences, restoration) designed to obtain the most productive, non-damaging use of land. • Implement methods to minimize the impact of production processes on the environment.	525
G.	Utilize geo-positioning devices (GPS) or other field survey tools to record field data so that data can be incorporated into GIS or other computer mapping systems.	100
H.	Coordinate site logistics, procurement, packing tools and instruments, and equipment transport.	200
I.	Comply with safety regulations, policies, procedures and daily site safety.	200
	Total Hours	**4,000**

RELATED TECHNICAL INSTRUCTION (RTI)

During the term of apprenticeship, the Apprentice will receive such instruction and experience, in all branches of the occupation, as is necessary to develop a practical and versatile worker. Major processes in which Apprentices will be trained (although not necessarily in the order listed) and approximate on-the-job learning (OJL) hours (not necessarily continuous) to be spent in each are as follows:

RELATED INSTRUCTION OUTLINE
ENVIRONMENTAL TECHNICIAN

SUBJECT AREAS – YEAR ONE

CORE TRAINING REQUIREMENTS:

	Programs of Instruction	**Time**
1.	Hazardous Waste Operations and Emergency Response	40
2.	North Slope Training Cooperative	8
3.	First Aid/CPR/AED	6
4.	Field & Bear Awareness	4
5.	Field Sampling Techniques	4
6.	GIS Usage/Mapping	4
7.	Aircraft Safety	2
8.	Effective Employment Skills	4

SUBORDINATE TRAINING REQUIREMENTS:

	Programs of Instruction -Awareness Level	**Time**
1.	Shipping & Transportation - IATA/DOT	16
2.	Safeland	8
3.	Confined Space	6
4.	Respiratory Protection	6
5.	Security/Terrorism Response	4
6.	ATV Safety	4
7.	Leadership	8
8.	Energy Isolation	8
9.	Environmental Management	8
10.	Trenching/Excavation	6
11.	Driving Safety (NSC & Slope)	6
12.	Fall Protection	2
13.	Natural Occurring Radiation	2
14.	Lead	1
15.	Benzene	1
16.	Electrical (Unqualified)	1
17.	Hydrogen Sulfide (H_2S)	1
18.	Fall Protection	1
19.	Hearing Conservation	1
20.	Asbestos	1
21.	Camps	1
22.	Blood Borne Pathogens	1
	Total Year 1 RTI Hours	**148**

SUBJECT AREAS – YEAR TWO

Site Safety Coordination	10
Applied Environmental Science	
• Introduction to Geology	10
• Air quality and climate change fundamentals	15
• Water and wastewater fundamentals	15
• Waste management	10
• Introduction to Ecology	20
Environmental permits, regulations and standards	20
Environmental reporting, charts, documentation	20
Project Management fundamentals	20
Computer applications (Microsoft Office, data entry/processing, introduction to GIS applications and mapping software)	20
Total Year 1 RTI Hours	**160**