

**STAPPA/ALAPCO  
Training Committee  
Questionnaire  
Of  
State and Local Air Quality  
Training Providers**

January 11, 2002

The STAPPA/ALAPCO/EPA Joint Training Committee developed the following questions to be used in collecting commonly available information from state and local air quality training providers. The information collected will be used, as needed, to assess the training activities and performance of training providers. For example, the information can be used to assist the Committee in situations where total grant requests from air quality training providers exceed the total amount of “off-the-top” Section 105 grants allocated for national air quality training.

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1. How does your training plan (e.g., course offerings) address the air quality training needs identified in the most recent biannual STAPPA/ALAPCO training needs assessment (currently the FY 2002-2003 Assessment)?

The Rutgers Air Compliance Center annually presents a series of air pollution training courses that directly meet the training needs outline in the STAPPA/ALAPCO needs assessment. With regard to the Fiscal Year 2002-2003 STAPPA/ALAPCO needs assessment, fourteen of the Center's fifteen courses are represented in the needs assessment, and all fourteen of these courses received at least eighteen requests by the state and local air directors who completed the assessment.<sup>1</sup> Overall, two of the Center's courses received between forty-one and forty-nine requests, four courses received between thirty-one and thirty-nine requests, six received between twenty-one and thirty requests, and two courses received between eighteen and twenty requests.<sup>2</sup>

2. What is your historical "off-the-top" Section 105 grant funding level? Do not include in this amount any base Section 105 grants provided by state and local agencies or other extraneous sources of funding that support your program.

The historical "off the top" funding level for the Rutgers Air Compliance Center has been \$250,000/fiscal year.

3. Is your current request for "off-the-top" Section 105 grant funds:

\_\_\_\_\_ Greater than last year?

\_\_\_\_\_ Less than last year?

Why?

The Rutgers Air Compliance Center will not be requesting an increase from its historical level of "off the top" funding. Therefore, the Center's Fiscal Year 2002 budget will be for \$250,000.

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<sup>1</sup> The Center's Clean Air Act Amendments of 1990 course is not represented in the Fiscal 2002-2003 needs assessment.

<sup>2</sup> It should be noted that the Rutgers Air Compliance Center's version of its Emission Capture and Gas Handling and Sources and Control of Volatile Organics are not represented in the Fiscal Year 2002-2003 needs assessment. Therefore, this statement reflects the inclusion of the requests for the APTI version of these two courses.

4. When you hire external training consultants to provide training, what process or criteria do you use to ensure the cost-effective use of those funds?

The Rutgers Air Compliance Center has been in operation since October, 1991, and seven of the ten instructors that the Center currently uses have been with the Center since its inception. These instructors have been retained by the Center because of the consistently high ratings that they receive from students and because of their willingness to incorporate different instructional techniques into their teaching approach. Given the close working relationship that has developed between the instructors and the Center over the past decade, almost all of the instructors are willing to teach for the Center for a fee that is below the fee that they charge in their consulting work. The instructors understand that the Center is constrained by budget considerations, and thus they are willing to work for the Center within those constraints. Also, over the past ten years, the instructors have seen that presenting a successful course at a reasonable cost ensures them many future training opportunities. Ultimately, this understanding, coupled with their dedication to presenting the best training courses possible, is why the Center's instructors are willing to revise existing courses and develop new ones without receiving up-front development money. It is also important to note that the instructors often recommend to the Center other air pollution professionals who they believe would be effective instructors. Finally, the Center requires the regional consortium that hosts an off-site training course to reimburse the Center for instructor travel and material reproduction costs. This policy not only ensures a sense of buy-in from the given consortium that hosts a course, but the money that the Center recoups from this policy allows it to reinvest in the program by recruiting additional instructors or by revising and developing courses.

5. Who may attend your training courses?

Only member agencies

National audience

Generally describe who attends your courses and the area where your courses are offered.

Since Fiscal Year 1997, The Rutgers Air Compliance Center has presented off-site courses in twenty-seven cities in sixteen states throughout the country. Thus, the audience for Center's courses is national in scope. Overall, the Center's courses are primarily attended by state and local air pollution compliance inspectors and enforcement personnel. These off-site courses are hosted by state agencies and/or regional consortia and these entities are responsible for recruiting and registering the students who attend the courses. Over the past two years, the Rutgers Air Compliance Center has worked closely with the following regional consortia: the Central States Air Resource Agencies (CenSARA), the Mid-Atlantic Regional Air Management Association (MARAMA), the

Northeast States for Coordinated Air Use Management (NESCAUM), the Southeastern States Air Resources Management (SESARM), and the Western States Air Resources Council, (WESTAR).

6. Describe your infrastructure (e.g., training staff, training facilities, training networks/consultants) for providing air quality training to state and local air agencies?

The infrastructure of the Rutgers Air Compliance Center consists of a Principal Investigator, (Dr. Christopher Uchrin), a Program Development Administrator who is also the Co-Principal Investigator of the grant, (Michael Gallo), and two graduate assistants, (Bruce Brown and Jason Herrington). It is important to note that Mr. Gallo is the only individual who works on the Rutgers Air Compliance Center grant 100% of the time.

Although the Center presents nearly all of its training course in off-site locations, it does have excellent training facilities at Rutgers University. Specifically, the Center has a state-of-the-art training room at the Environmental and Occupational Health Sciences (EOHSI) building on the Busch campus, and a stack sampling laboratory on the Cook Campus of Rutgers University. The Center also has access to the University's cogeneration facility, and students have routinely toured this facility as part of the Combustion Source Inspection course.

As mentioned previously, the Rutgers Air Compliance Center has a teaching faculty consisting of ten instructors. The Center's faculty is a cross-section of academic professors, federal and state air pollution professionals, individuals from industry, and consulting engineers. Taken as a whole, the faculty possesses over 230 years of experience in issues pertaining to air pollution control. The list of Center's ten instructors is as follows:

- Dr. Laurence Bernson, Lucent Technologies
- Mr. Edward Bulava, Bulava Environmental
- Dr. Jerry Crowder, Crowder Environmental Associates
- Dr. Brian Doyle, Doyle Engineering
- Dr. Robert Hague, University of Medicine and Dentistry of New Jersey
- Mr. Robert Machaver, Independent Consultant
- Dr. Raymond Manganelli, Professor Emeritus, Rutgers University
- Mr. Gary Saunders, North Carolina Department of Environment and Natural Resources
- Mr. Peter Westlin, United States Environmental Protection Agency
- Dr. Christopher Uchrin, Rutgers University

7. Identify whether you primarily facilitate the delivery of existing training and/or develop training materials and courses, and your process for revising/improving training courses.

The Rutgers Air Compliance Center primarily presents training courses that it has either revised or developed. However, the Center does present four courses, Baseline Source Inspection, Control of Volatile Organics, VOC Fugitive Emissions, and Advanced Inspection Techniques, that were developed by the Air Pollution Training Institute (APTI).<sup>3</sup> Overall, out of the fifteen courses that the Rutgers Air Compliance Center offers, four are APTI courses that are presented with very minor revisions, eight are courses that were designed by USEPA contractors back in 1991 but have been significantly revised by the Center's instructors and staff over the past ten years, and three are courses that were completely designed by the Center's instructors and staff.

Following the presentation of any of the Center's training courses, my staff and I review the student evaluations of the course. My staff then makes copies of these evaluations and sends them to the instructors of the course and to the agency or consortium that hosted the course. After my instructors have had a chance to review the evaluations, we speak over the telephone and discuss the areas of the course that need to be improved prior to our next presentation of the course. At this time, we also discuss the ways in which we will need to tailor the course to specifically meet the specific training needs of the next class of inspectors and enforcement personnel. During this discussion we determine if it is necessary to bring new areas of expertise into the course curriculum by recruiting additional instructors or guest speakers, or if new information can be introduced into the course by creating new handout materials or hands-on demonstrations. Overall, the course revision process is about determining the areas in which a given course may not have met the training needs of the students and then developing creative and effective ways to meet those needs in future presentations of the course. The Center has continually revised its training courses in this manner since it presented its first course in February, 1992.

8. Have you tracked your past performance in delivering training to state and local air agency staff? Please identify your previous reporting practices (e.g., to EPA) and summarize the number of state and local air agency staff trained per course/topic and the number of courses offered during the last calendar year. If you have statistics for earlier years, provide them too.

Since its inception in 1991, the Rutgers Air Compliance Center has submitted quarterly reports to its Project Director at the USEPA. These reports outline the courses that the Center has presented in a given quarter, the demographic information and examination scores of the students attending the courses, the Center's

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<sup>3</sup> The Rutgers Air Compliance Center's version of the Control of Volatile Organics course is entitled, "General VOC Source Regulation and Inspection".

expenditures for the quarter, and its future goals and plans. Due to the federal Paperwork Reduction Act, the USEPA, beginning in October, 2000, asked the Center to refrain from submitting student registration and evaluation information in its quarterly reports.

Attached please find the Training Logs for Fiscal Years 1997-2001.<sup>4</sup> These logs contain listings of each course that the Center presented in each Fiscal Year, which agency or regional consortium hosted the course, the location of the course, the number of students attending the course, the number of student days associated with the course, and the overall student rating of the course. As evidenced in the logs, the Center has presented 4,739 student days since October 21, 1997. In that time, the Center has trained presented 224 days of training to 1,977 students, and the average student rating for the courses was 3.31, with a “1” signifying a poor course and a “4” signifying an excellent course. Due to significant budget reductions in Fiscal Year 2000, the Center was only able to present twenty (20) off-site training days to the regional consortia throughout the country. However, despite these constraints, the courses presented by the Center during this time had an average attendance of thirty (30) students. In Fiscal Year 2001, the Center is once again operating on a \$250,000 budget and it will be presenting forty (40) days of off-site training to the five largest regional consortia in the country.

9. Do you request course evaluations from trainees and do you track the results?

At the conclusion of every training course, the Rutgers Air Compliance Center has each attendee complete an evaluation of the course. The evaluation forms ask the students to rating the quality of the instruction, the training materials, and the training facilities. The students are then asked to rate the overall quality of the course on a scale of one to four, with a “1” signifying a poor course and a “4” signifying an excellent course. Finally, the students are strongly encouraged to comment on the strengths and weaknesses of the course, and to provide feedback regarding ways in which they believe the course can be improved for future presentations. As mentioned previously, the results of these evaluation forms drive the course revision process.

Although the USEPA no longer requests that we provide them with the results of the student course evaluations, the Center keeps the results on file. Results dating back to Fiscal Year 1999 are kept on active file, and the results for Fiscal Years 1991-1998 have been archived.

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<sup>4</sup> The first quarter of Fiscal Year 2001 ends on January 20, 2002.

10. How do the state and local air directors in your area, as well as your EPA regional manager(s), rate your training program?

Over the past decade, the Rutgers Air Compliance Center has been consistently lauded by the USEPA and state and local air directors for its ability to be innovative and to adapt to the changing training needs of the air pollution compliance and enforcement communities. In this time, the Center has been successful in developing and tailoring high quality training courses that meet the training needs of state and local air pollution personnel in all regions of the country. In regional and national air pollution training meetings, state and local air directors have expressed their appreciation of the Center's continuing efforts to be a leader in developing new training courses and of its willingness to undergo change and try new training approaches.

As a testament to quality of the Center it is important to note that The Rutgers Air Compliance Center was originally funded in 1991 to only be a three-year demonstration center. However, due to the quality of our work and our continuous effort to be innovative and responsive to the needs of state and local air pollution inspectors and compliance personnel, the USEPA has funded the Center for eleven continuous years. Fiscal Year 2002 will be the Center's twelfth continuous year of operation.