

# WESTAR Council

## Principles of Environmental Compliance & Enforcement (NACT 335)

September 27-29, 2017

State of New Mexico  
Toney Anaya Building  
Rio Grande Conference Room  
2550 Cerrillos Road  
Santa Fe, NM 87505

Registration Deadline: Friday, September 8, 2017



## REGISTRATION INSTRUCTIONS:

### First Time Users:

Please go to: [www.apti-learn.net](http://www.apti-learn.net) and follow the below steps:

1. Click on the "First time user? Click here to register" link in the upper right-hand corner of the webpage;
2. First screen requires: 1) work email address; 2) first and last names; 3) password; and 4) security question;
3. Second screen asks about affiliation/agency. There are two options for filling out this section:
  - Agency Quick Search, or;
  - Affiliation/Agency
4. Third screen includes a list of job functions and other profile information. You can click as many (or few) job functions as appropriate. Once you have completed this third screen, you are done setting up your profile.

### After completing the profile:

5. Click the "Register" tab on the left side, or the "Register" bubble in the middle of the page;
6. Scroll down the 2017 Training Calendar until you see training course that you are interested in registering for;
7. On the right side of the table you will see a "register" link;
8. Click the "register" link, and voila you are registered (be patient it takes a few seconds for the confirmation note to pop-up);
9. You will receive an automatically generated email saying that you have been placed on a waiting list (this is so unapproved attendees can be weeded out).
10. Once approved, you will receive a second email saying you are enrolled.

### Previously Registered Users ([www.APTI-Learn.net](http://www.APTI-Learn.net)):

1. Enter email address and password in appropriate spaces;
2. Go to step 5 (above) and follow directions.

*IF YOU NEED ASSISTANCE REGISTERING FOR THE COURSE PLEASE  
CONTACT: JEFF GABLER (503) 478-4955 or [JGABLER@WESTAR.ORG](mailto:JGABLER@WESTAR.ORG)*

## WEDNESDAY, SEPTEMBER 27, 2017

8:30	am	Opening Remarks
8:30	am	Introduction to Course
9:15	am	Compliance & Enforcement Challenges
10:00	am	Break
10:15	am	Concepts & Definitions
10:45	am	Environmental Management
11:30	am	Ex. 1-4 Compliance Motivation
12:00	noon	Lunch (on your own)
1:00	pm	Ex. 1-5 Compliance Monitoring
1:45	pm	Ex. 1-6 Enforcement Authority
2:30	pm	Break
2:45	pm	Ex. 1-7 Enforcement Responses
3:30	pm	Review
4:30	pm	Discussion & Adjourn for Day

## THURSDAY, SEPTEMBER 28, 2017

8:30	am	Designing Environmental Management Approaches
9:15	am	Compliance Promotion, Compliance Assistance, & Balancing with Enforcement
10:00	am	Break
10:15	am	Penalty Policy
11:15	am	Lunch (on your own)
12:15	pm	Case Development Process
1:30	pm	Talia Tree
2:45	pm	Break
3:00	pm	Introduction to Negotiation
4:00	pm	Role Play Case Review
4:30	pm	Adjourn for Day

## FRIDAY, SEPTEMBER 29, 2017

8:30	am	Review & Discussion of Negotiation Role Play
8:45	am	Negotiation Preparation

9:30	am	Role Play Sessions
12:30	pm	Review of Settlement Agreements
1:00	am	Wrap-up, and Final Exam
2:00	pm	Adjourn

## ABOUT THE TRAINING COURSE

**WHO SHOULD ATTEND:** New, entry-level stationary source inspectors, regulatory agency staff, and environmental specialists in business and government.

**LEARNING OBJECTIVES:** Those completing this course will gain a basic understanding of the general information associated with air pollution control and enforcement. The following topics will be covered in this course:

- Developing a framework for designing effective compliance strategies
- Understand different concepts and principles of environmental compliance and enforcement

**COURSE DESCRIPTION:** This intensive a 3-day course providing a framework for designing effective compliance strategies and enforcement programs.

The course defines the terms compliance and enforcement, introduces basic principles, and explores different approaches for implementing each element of the framework. The instructors who guide participants through the concepts and principles of environmental compliance and enforcement deliver the course through a series of exercises. Participants, through a "case study" will take part in a negotiation session to resolve a violation of environmental requirements that mimics a real-life enforcement situation.

This course is designed for a student that seeks to understand the complete compliance process including enforcement. The student should come away with the knowledge and skills necessary to become a productive member of a compliance team. The two and one-half day course will focus on the enforcement case process used by US local, state and federal environmental agencies- primarily the administrative and civil judicial processes. Topics include targeting, collecting data that is necessary for case development, determining compliance status, selecting the appropriate enforcement option, penalties, negotiation, and case resolution follow-up. The course discusses all violation resolution options including informal actions, formal notices, administrative orders and administrative consent orders, civil litigation settlement, and case litigation. The importance of proper documentation and adherence to procedures will be emphasized. The course includes a combination of lectures, exercises, and role-playing. A manual is included with the course.

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**SPACE LIMITATION:** Registration is limited to 30 attendees. Air quality staff from the fifteen western states receive registration preference.

**REGISTRATION FEES:** There are no registration fees for state, local or tribal air quality agency staff. For federal employees, the registration fee is \$100.

## TRAINING LOCATION

**State of New Mexico**  
Toney Anaya Building  
Rio Grande Conference Room  
2550 Cerrillos Road  
Santa Fe, NM 87505

## HOTEL INFORMATION

Attendees and speakers are responsible for making their hotel reservations. Below is a list of potential hotels in Santa Fe that are within ~2 mile distance of the Tony Anaya Building. WESTAR DOES NOT have room blocks at these hotels. Please ask for government rates:

**Quality Inn – Santa Fe**

3011 Cerrillos Rd.  
Santa Fe, NM, 87507  
(505) 471-1211

**Courtyard By Marriott**

3347 Cerrillos Rd  
Santa Fe, NM 87507  
(505) 473-2800

**Comfort Suites**

3348 Cerrillos Rd  
Santa Fe, NM 87507  
(505) 473-9004

**Super 8 Motel**

3358 Cerrillos Rd  
Santa Fe, NM 87507  
(505) 471-8811

**Holiday Inn Express**

3450 Cerrillos Rd  
Santa Fe, NM 87501  
(505) 474-7570

**Hampton Inn**

3625 Cerrillos Rd  
Santa Fe, NM 87505  
(505) 474-3900

**Best Western**

3650 Cerrillos Rd  
Santa Fe, NM 87507  
(505) 438-3822