

REQUIREMENTS

Multi-Agency Radiation Survey and Site Investigation Manual (MARSSIM)

FACILITY REQUIREMENTS

1. Classroom Space

One room is required to present the course. The classroom should be approximately 50×30 feet and should contain enough tables and chairs to comfortably seat 30 students and provide about 3 linear feet of desk space per student. Two extra tables for instructor use are also needed.

2. Facility Access

Environmental Response Training Program (ERTP) staff will require 24-hour exclusive access to and use of the classroom from course setup through closure. The course director will arrange the initial setup time and discuss exclusive use requirements with the facility contact.

3. Audio-visual Equipment

The classroom should contain the following materials:

- Computer Projector. If not available, please, discuss with the course director.
- Screen for showing visuals
- White boards, markers, and erasers

This equipment should be in the classroom before the start of the class.

These arrangements should be made in a timely fashion to ensure availability. If the materials are not available at the facility, please notify the course director so alternate arrangements can be made.

4. Refreshments and Meals

Coffee and soft drinks that students can purchase should be available near the classroom. A list of nearby, quick-service restaurants and maps to these restaurants should be provided to ERTTP Training Registration 8 weeks prior to the course.

5. Telephones

The facility should have telephones available for outgoing telephone calls. The facility contact should provide the course director with a telephone number that can be used for incoming emergency calls and messages.

6. Maps and Area Information

A legible map (not hand drawn) indicating the locations of the facility and area hotels should be sent to ERTTP Training Registration and the Course Director 8 weeks prior to the course. Hotel names, addresses, telephone numbers, and regular and government rates should be included. Directions to and from the airport should also be provided, either on the facility and hotel map(s) or on a separate map.

Participant Information

This course is designed for environmental professionals who require the skills necessary to establish and implement the guidance set forth in the MARSSIM. The course is designed to provide guidance for:

- Planning and determining survey objectives and data quality needs.
- Conducting sampling and measurement.
- Assessing to determine if survey planning objectives were met.
- Making decisions based on assessment results.
- Working toward a Final Status Survey.

General Participant Information

- No special clothing is required. Casual dress is encouraged.
- Scientific calculators are recommended.
- The course lasts 3 days.
- Class begins at 8:30 a.m. and ends at 5:00 p.m. each day.
- To receive an EPA course certificate, 100-percent attendance is mandatory.

The following information is for Facilitators only.

No more than 30 participants may be enrolled in the course. Any deviations in class size must be approved in advance by the course director or course lead. ERTTP Training Registration and the local contact must coordinate participant registration. Any questions the participants have about enrollment in ERTTP courses should be directed to ERTTP Training Registration (participants in EPA Regions 1 and 6 should direct questions to the regional training contact).

SHIPPING REQUIREMENTS

1. Facility Contact

The name and telephone number of the facility contact should be provided to Environmental Response Training Program (ERTTP) Training Registration. The facility contact will be responsible for receiving a shipment of up to 10 shipping cases. The shipping cases must be stored in a secured area for up to 4 days. Course instructors will require access to these materials at the time of course setup.

2. Equipment Delivery

Most of the course equipment will be shipped via FedEx or UPS. The physical address (if different from the mailing address), telephone number, and hours of operations for the facility must be provided to ERTTP Training Registration so shipping arrangements can be made. Equipment cannot be delivered to a post office box, nor left after hours.

Equipment is usually delivered by noon on the day before the class begins. The course director will verify whether the shipments have been received at the facility. ERTTP staff will call the common carrier (as applicable) to trace the shipments, if necessary.

3. Equipment Departure

Normal pickup for materials being shipped back to the ERTTP Training Center in Cincinnati, Ohio, is on Friday between 8:00 a.m. and 12 noon. Any deviations must be discussed with the course director.