

**Course Description:** This course will provide training on the *Tribal Data Toolbox*, a completely free, stand-alone Microsoft Access database designed specifically for tribal air programs. The Toolbox can store and manage all air monitoring data, including criteria pollutants (both manual and continuous methods), meteorological data, QC and audit data, as well as administrative information such as personnel, site information, and equipment tracking. **The Toolbox is capable of AQS data file generation, as well as many reports and charts.**

*Topics include:*

- Entering and modifying personnel, site, and equipment data
- Entering and using Quality Control (QC) data
- Importing continuous and manual (filter) method data files
- Importing meteorological data files
- Qualifying (flagging) and invalidating data
- Generating reports and charts both as summary information and to assist you in interpreting your data
- Generating AQS formatted data files

**Who should attend:** This course is designed for tribal environmental professionals who are currently monitoring or collecting data for at least one criteria pollutant, or for meteorological conditions. This is an advanced course; applicants should have a firm understanding of air monitoring data prior to attending.

**Course Structure and Approach:** This course will include extensive hands-on computer exercises and activities as well as lectures. **Participants will be asked to bring copies of recent data sets for use during class activities. Participants will be expected to have an intermediate-level working knowledge of Microsoft Windows.** Although the course is structured around a Microsoft Access database, the database is form-driven and user-friendly, therefore no previous Access experience is necessary.

**Pre-Requisites:**

- Introduction to Tribal Air Quality (or equivalent experience)
- Air Quality Computations (or equivalent experience)
- Air Pollution Technology

**How to Apply for the Course:** Read all enclosed information carefully. Fill out both sides of the enclosed Application Form and fax it to the TAMS Center by the Pre-Registration date listed for priority consideration. Applications received after the pre-registration period will be reviewed on a case-by-case basis.

The “Personal Data” section is required for first-time applicants or applicants who need to update information. The “Course-Related Information” section is required of all applicants.

Information obtained on the application form is used to aid the selection process and prepare instructors for interaction with participants; please be as specific as possible. Incomplete application forms may be omitted from the applicant pool.

Selection for the course will be on a "space availability" basis and will be limited to 10 registrants. ITEP staff will review each application and will determine those who would most benefit from this training.

**Training Course Costs:** Lodging and reimbursement for meal costs will be paid by Northern Arizona University and the US Environmental Protection Agency and will be limited to course participants from federally recognized tribes. Costs for transportation to and from the training location, as well as incidentals such as phone calls, and room service are the responsibility of the participant. However, stipends to cover some or all of the costs associated with transportation to/from the training location can be granted by ITEP to eligible applicants. Stipends are awarded based on availability of funds and participants are encouraged to apply. Please submit reimbursement forms within 10 business days after the end of the course.

**Travel and Hotel Arrangements:** Your hotel reservations will be made by NAU. Detailed information regarding hotel arrangements will be sent to you with notification of your selection for this training course. Lodging costs are FREE to tribal participants, provided that they attend the entire course. Please read the enclosed "Attendee Expectations" sheet for more information. Transportation arrangements to and from the training location are the responsibility of the participant; however, you must obtain a letter of selection for the course prior to making airline arrangements. Families are not encouraged to travel as full participation by the attendee is required.

**Additional Responsibilities:** Once you have agreed to attend it is absolutely essential that you complete the training course in full in order to receive your Certificate of Completion. If you must cancel after a travel stipend has been awarded, we will require full reimbursement of the stipend and any other costs incurred.

\*\*Excessive cancellations or poor attendance may jeopardize your eligibility for future courses.\*\*

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Lydia Scheer, Training Coordinator

Knowledge is not information, it's transformation --Osho

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