

September 9, 2011

To: External Training Manager

Theodore R. Ellwood

Tetra Tech NUS, Inc.

250 West Court Street, Suite 200

Cincinnati, OH 45202

From: _____, Course Director

RE: Training Summary Hazardous Waste Operations and Emergency Response

(Date of Course)

(Course City, State)

1. Student Information:

Attendance: 17

Received Certificates: 16

John Doe missed all modules on Thursday September 5, 2011, because of a prior commitment. He will make up the missed time when the next scheduled course takes place.

2. Medical evaluation documentation forms were received and are on file for the 16 students completing the class.

3. Student Comments:

Students enjoyed the presentation style and numerous discussions throughout the week. Several students remarked on learning from the experience of classmates. Most students remarked on the value of hands-on exercises, particularly the final two dress-out drills.

4. Course Director Comments:

Students had a wide range of experience from experienced lab chemists, to drill rig operators with numerous years of experience, and utility pipe-fitters. One student attended only the first three days of the class, as arranged prior to class, and does not receive a 40 hour certificate. The remaining students all dressed out in Level A and B protection; with many also dressing out in Level C protection later in the week. This class performed exceptionally well all week, and particularly during their team drills.

5. Instructor Information:

1. Course Director and Instructor: _____

6. The next Hazardous Waste Operations and Emergency Response course is scheduled for November 23-27 at _____ in City/State.