

SWANA

1100 Wayne Ave.
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Silver Spring, MD 2090

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Training Course Catalog



I AM SWANA

"Many people fail to realize the dedication involved in performing a public service like solid waste management. SWANA's training and support help solid waste professionals take pride in their achievements."

Mack Belue | Executive Director
Dalton - Whitfield Regional Solid Waste Authority

2005

The Leading Professional Association
in the Solid Waste Field

A Message From SWANA's Executive Director and CEO

Dear Friend:

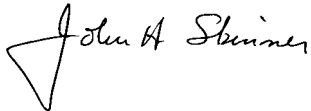
For over 40 years, SWANA has been at the forefront of all training and education for municipal solid waste professionals. This effort is part of our commitment to first and foremost, being responsive to you, our members, but also to the field of solid waste management as well.

In this year's edition of our training catalog, you will find countless opportunities to expand your base of professional knowledge, not only furthering your career, but benefiting your local community in the process.

Please take a moment and read through our impressive list of course offerings. I am quite confident, that when you are done, you will have found at least one course that interests you.

Thank you for your continued support of SWANA and our mission to advance the economically and environmentally sound practice of municipal solid waste management. I look forward to seeing you at one of our courses during the upcoming year.

Sincerely,

A handwritten signature in black ink that reads "John H. Skinner". The signature is written in a cursive style with a large, stylized initial 'J'.

John H. Skinner, Ph.D.
Executive Director and CEO

P.S. Many of our classes are prep courses for one of SWANA's seven certification exams. Becoming "SWANA Certified" is your chance to distinguish yourself as a leader in your field. Make sure to sign up for your certification exam

Course Directory

Collection and Transfer Courses

Page 1	Managing Municipal Solid Waste Collection Systems
Page 2	Managing Transfer Station Systems
Page 3	Municipal Solid Waste and Recyclables Collection Efficiency Workshop
Page 4	Training for Collection Operations Personnel

Landfill and Landfill Gas Courses

Page 5	Management of Landfill Operations (MOLO)
Page 6	The Bioreactor Landfill Alternative Workshop
Page 7	Landfill Gas Basics
Page 8	Landfill Gas System Operation and Maintenance
Page 9	Landfill Operational Issues
Page 10	Training for Sanitary Landfill Operations Personnel
Page 36	Manager of Bioreactor Landfills

Planning, Management and Communication Courses

Page 11	Principles of Management of Municipal Solid Waste Systems
Page 12	Business Planning, Marketing and Communications for the Solid Waste Industry
Page 13	Leadership Skills for Solid Waste Professionals
Page 14	Paying for your MSW Management System: Revenue Generation and Cost Accounting
Page 15	Outsourcing Decisions and Contracting Strategies: Risk and Rewards

Recycling, Waste Reduction and Composting Courses

Page 16	Managing Municipal Solid Waste Recycling Systems
Page 17	Managing Composting Programs
Page 35	Establishing an Electronics Recycling Course

Special Waste Courses

Page 18	Construction and Demolition Certification Course
Page 19	Household Hazardous Waste & CESQG Facility Operations 24 Hour Training
Page 20	FEMA's Debris Management
Page 21	Waste Screening at MSWM Facilities Training Course

Distance Learning Courses

Page 22	On-site Training
Page 32	SWANA Home Study Courses
Page 37	Online Courses

Managing Municipal Solid Waste Collection Systems

3-Day Course

Objective:

To provide hands-on instruction in sound practices for the planning, management, and operation of solid waste and recyclables collection services.

Upon Completion of this Course, Participants Will:

- Understand what to consider when planning collection systems including waste characteristics, service types, equipment, routing and system design;
- Learn about current practices for collecting various materials including residential MSW, traditional recyclables, yard wastes, bulky items and commercial wastes;
- Be instructed on the management of collection systems and services including equipment management, health & safety, personnel management, billing, customer service, contracting for services, financing and public education as well as communication; and
- Receive instruction in all of the areas tested in SWANA's collection systems certification exam.

Who Should Attend:

Anyone interested in understanding sound practices for planning, management and operation of both solid waste and recyclables collection services. This includes current or prospective collection service managers who want to make their systems more effective and efficient. Others who can benefit include those preparing to take SWANA's MSW collection systems certification exam, solid waste managers, recycling coordinators, collection crew supervisors and others who provide collection services.

Course Content:

This 3-day course consists of presentations by instructors who are Collection Systems Certified, classroom exercises, and case studies.

SWANA Continuing Education Credits (Managers, Associates & Inspectors) for each Certification Discipline:

Collection Systems:	30	MSW Systems Management:	10
Construction & Demolition (C&D):	10	Recycling Systems:	15
Landfill:	10	Transfer Systems:	10
Composting:	10		

Consider Becoming SWANA Certified:

SWANA'S Collection Systems certification exam is available on the day following this course or at any SWANA event where testing is available (separate registration required). The exam requires a calculator capable of handling seven digits.

Managing Transfer Station Systems

3-Day Course

Objective:

To provide fundamental information on ways to effectively plan, design and operate MSW transfer stations.

Upon Completion of this Course, Participants Will:

- Understand considerations when planning a transfer station including conceptual plan development, permitting and site selection criteria;
- Learn about design objectives including capacity, selection of appropriate technology, structure considerations and site planning;
- Be instructed on sound methods of operation including equipment management, facility operations, personnel management, being part of the community, and understanding recent policy developments; and
- Receive instruction in all of the areas that will be tested through SWANA's MSW Transfer Station Systems certification exam.

Who Should Attend:

Those who wish to understand how to effectively plan, design and operate MSW transfer stations. This includes those who are (or would like to become) transfer station managers, consulting engineers needing a better grasp of transfer activities and anyone preparing to take SWANA's MSW Transfer Station Systems certification exam. Others who can benefit include: solid waste directors, public works directors, inspectors, regulators, transfer station designers, and others involved in transfer station systems.

Course Content:

This 3-day course consists of presentations by instructors who are Transfer Systems Certified, classroom exercises, case studies and a half-day tour and field exercise at a local transfer station facility.

SWANA Continuing Education Credits (Managers, Associates & Inspectors) for each Certification Discipline:

Collection Systems:	10	MSW Systems Management:	10
Construction & Demolition (C&D):	10	Recycling Systems:	10
Landfill:	10	Transfer Systems:	30
Composting:	10		

Consider Becoming SWANA Certified:

SWANA'S Transfer Station Systems certification exam is available on the day following this course or at any SWANA event where testing is available (separate registration required).

The exam requires a calculator capable of handling seven digits.

Municipal Solid Waste and Recyclables Collection Efficiency Workshop

1-Day Course

Objective:

To provide solid waste or recyclables collection program managers, with tools that will improve the cost-effectiveness and quality of their services.

Upon Completion of this Course, Participants Will:

- Understand why improving the efficiency of collection operations is so worthwhile;
- Learn to evaluate the frequency of collection to determine the best rate for your system;
- Know how to improve routing and fleet maintenance;
- Be familiar with automation and dual collection technologies and techniques;
- Understand options for contracting of services;
- Be able to motivate crews to meet aggressive performance standards; and
- Discover how communication techniques build consensus and improve customer service.

Who Should Attend:

Solid waste professionals responsible for the collection of solid waste, or recyclables, who are looking to run their operations more efficiently. Others who can benefit include: solid waste directors, public works directors, and others responsible for collection operations.

Course Content:

This 1-day course consists of presentations by SWANA's faculty, classroom exercises, and case studies.

SWANA Continuing Education Credits (Managers, Associates & Inspectors) for each Certification Discipline:

Collection Systems:	5	MSW Systems Management:	5
Construction & Demolition (C&D):	5	Recycling Systems:	10
Landfill:	5	Transfer Systems:	5
Composting:	5		

Training for Collection Operations Personnel

1-Day Course

Objective:

To provide guidance to those individuals who are responsible for the collection of solid waste and recyclables from household and commercial establishments on a day-to-day basis.

Upon Completion of this Course, Participants Will:

- Increase their knowledge of collection strategies;
- Discuss health and safety issues;
- Understand routing;
- Understand the importance of good sanitation practices; and
- Learn how to define a preventative maintenance program.

Who Should Attend:

This course is suitable for all Collection Operations personnel. It can also be helpful to new public works and municipal leaders and administrators.

Course Content:

This one day course consists of presentations by instructors who have in-depth experience in MSW collections, interactive classroom exercises, discussions and case studies.

SWANA Continuing Education Credits (Managers, Associates & Inspectors) for each Certification Discipline:

Collection Systems:	10	MSW Systems Management:	5
Construction & Demolition (C&D):	5	Recycling Systems:	5
Landfill:	5	Transfer Systems:	5
Composting:	5		

SWANA offers a wide variety of educational products for the solid waste industry. To order yours, visit www.SWANASTore.com.

Navigation menu items: HOME, PUBLICATIONS, TRAINING MATERIALS, CLOTHING, NOVELTIES, BOOKS, SWANA MEMBERSHIP, TECHNICAL DIVISION MEMBERSHIP, REGISTER FOR AN UPCOMING EVENT, PROMOTE YOUR BUSINESS, OSHA FAST FIX.

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SWANA
SOLID WASTE ASSOCIATION
of North America

Manager of Landfill Operations (MOLO)

3-Day Course

Objective:

To provide basic information on running a successful landfill.

Upon Completion of this Course, Participants Will:

- Understand the issues to be considered when planning, operating and closing a landfill;
- Learn the basics of landfill site restrictions and compliance with design requirements;
- Know about compliance inspections and basic regulatory standards;
- Be familiar with waste acceptance and screening requirements;
- Learn about leachate and landfill gas management;
- Become familiar with bioreactor landfill operations;
- Learn about landfill economics;
- Understand the importance of safety and contingency counter measures;
- Learn about communication with staff and the community; and
- Receive instruction in all areas tested in SWANA's landfill certification exam.

Who Should Attend:

Professionals who are (or would like to be) responsible for the day-to-day management of landfill operations, landfill inspectors who enforce regulatory requirements and any one preparing for SWANA's MOLO certification exam. Others who can benefit include solid waste directors, public works directors, lead equipment operators, as well as landfill designers and permit writers.

Course Content:

This 3-day course consists of presentations by MOLO Certified instructors and state/provincial regulators as well as classroom exercises, case studies and a half-day tour and field exercise at a local landfill. Bring a calculator capable of handling seven digits for class activities.

SWANA Continuing Education Credits (Managers, Associates & Inspectors) for each Certification Discipline:

Collection Systems:	10	MSW Systems Management:	10
Construction & Demolition (C&D):	10	Recycling Systems:	10
Landfill:	30	Transfer Systems:	10
Composting:	10		

Consider Becoming SWANA Certified:

SWANA'S landfill certification exam is available on the day following this training course or at any SWANA event where testing is available (separate registration required). Bring a calculator capable of handling seven digits for the exam.

The Bioreactor Landfill Alternative Workshop

1-Day Course

Objective:

To provide solid waste professionals with up-to-date information that can be used to address the management, as well as technical, issues associated with the implementation of a bioreactor landfill.

Upon Completion of this Course, Participants Will:

- Review the Bioreactor Landfill Technology Status Report
- Learn the Bioreactor Landfill Benefits
- Discuss ways of Addressing Negative Perceptions

Who Should Attend:

Landfill managers, designers, permit writers, regulators, and public works officials and those who would like to understand how bioreactor landfills work and can be managed as a successful alternative.

Course Content:

This one day course consists of presentations by instructors who have in-depth experience working with bioreactor landfills, interactive classroom exercises, discussions and case studies. All course participants will receive a copy of the "Guide to the Bioreactor," published by SWANA's Applied Research Foundation.

SWANA Continuing Education Credits (Managers, Associates & Inspectors) for each Certification Discipline:

Collection Systems:	3	MSW Systems Management:	3
Construction & Demolition (C&D):	3	Recycling Systems:	3
Landfill:	10	Transfer Systems:	3
Composting:	3		

Attending a Course in:

- Orlando, FL
- Las Vegas, NV
- Philadelphia, PA

Make sure to attend the Meet & Greet on Sunday Night.

Landfill Gas Basics

1-Day Course

Objective:

To provide professionals involved with landfill gas systems with an introductory course.

Upon Completion of this Course, Participants Will:

- Understand landfill gas regulations;
- Be familiar with system design, construction and monitoring; and
- Understand the importance of landfill gas utilization.

Who Should Attend:

This course is a primer for anyone who works with a landfill gas system. Others who can benefit from attending the course include solid waste directors, landfill designers, landfill permit writers and others in the landfill industry.

Course Content:


This 1-day course consists of presentations by SWANA instructors, classroom exercises and case studies.

SWANA Continuing Education Credits (Managers, Associates & Inspectors) for each Certification Discipline:

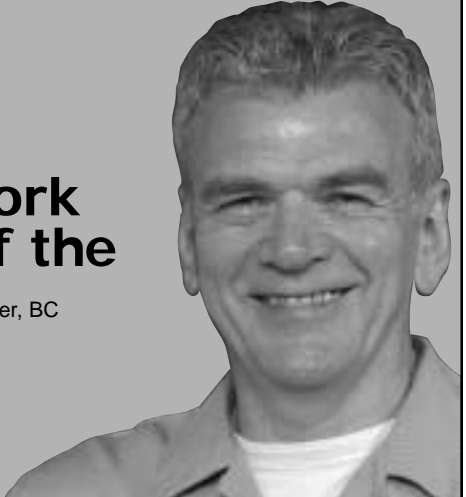
Collection Systems:	5	MSW Systems Management:	5
Construction & Demolition (C&D):	5	Recycling Systems:	5
Landfill:	10	Transfer Systems:	5
Composting:	5		

I AM SWANA

“Learn and network from the Best of the Best.” Al Lynch, NSRP, Vancouver, BC



The Leading Professional Association in the Solid Waste Field



Landfill Gas System Operation and Maintenance

2-Day Course

Objective:

To provide landfill gas professionals with the best practices and procedures for both the operation and maintenance of landfill gas collection and control systems.

Upon Completion of this Course, Participants Will:

- Understand the operation and maintenance of landfill gas systems;
- Know both accepted and alternative practices and procedures; and
- Interact with peers about the theories of control and recovery.

Who Should Attend:

Landfill gas system operators, regardless of experience level, who have a role in landfill gas systems. Others who can benefit include: solid waste directors, landfill designers, landfill permit writers and others in the land fill gas area.

Course Content:

This 2-day course consists of presentations by SWANA instructors, classroom exercises, case studies, and a half-day field exercise at a local landfill.

SWANA Continuing Education Credits (Managers, Associates & Inspectors) for each Certification Discipline:

Collection Systems:	10	MSW Systems Management:	10
Construction & Demolition (C&D):	10	Recycling Systems:	10
Landfill:	20	Transfer Systems:	10
Composting:	10		

Landfill Operational Issues

(formerly known as Operational Issues for Landfill Managers)

2-Day Course or 1 Day Workshop

Objective:

An in-depth discussion for professionals interested in solving the daily issues of landfill operations.

Upon Completion of this Course, Participants Will:

- Determine if your landfill is really efficient;
- Understand the best landfill management practices, including equipment selection;
- Gain tools that will help you maximize your site's airspace; and
- Learn how to control costs.

Who Should Attend:

Landfill owners, operators, managers, supervisors, foremen, as well as engineers and employees who want to learn more about improving daily operations at their site.

Course Content:

This 2-day course consists of presentations by SWANA's instructors, classroom exercises, and case studies. This course will use the Handbook of Landfill Operations by Neil Bolton, P.E.

SWANA Continuing Education Credits (Managers, Associates & Inspectors) for each Certification Discipline:

Collection Systems:	10	MSW Systems Management:	10
Construction & Demolition (C&D):	10	Recycling Systems:	10
Landfill:	20	Transfer Systems:	10
Composting:	10		

Training for Sanitary Landfill Operations Personnel

1-Day Course

Objective:

To provide scalehouse operators, equipment operators, spotters, laborers and other key landfill employees with an overview of landfill operations and how they relate to one another.

Upon Completion of this Course, Participants Will:

- Understand the role of the sanitary landfill as a component of an integrated solid waste management system;
- Learn the fundamentals of groundwater movement;
- Understand the factors that contribute to leachate production; and
- Learn the fundamentals of accident analysis.

Who Should Attend:

This course is suitable for all Landfill Operations personnel. It can also be helpful to new public works, municipal leaders and administrators.

Course Content:

This one day course consists of presentations by an instructor who has in-depth experience in landfill operations, interactive classroom exercises, discussions and case studies.

SWANA Continuing Education Credits (Managers, Associates & Inspectors) for each Certification Discipline:

Collection Systems:	5	MSW Systems Management:	5
Construction & Demolition (C&D):	5	Recycling Systems:	5
Landfill:	10	Transfer Systems:	5
Composting:	5		

Principles of Management in Municipal Solid Waste Systems

3-Day Course

Objective:

To provide professionals involved in the management of an integrated solid waste system with the principles necessary to improve their effectiveness.

Upon Completion of this Course, Participants Will:

- Understand the basics of planning for the development of solid waste systems;
- Understand the management theory and its implications;
- Discuss how ethics and leadership play a vital role;
- Know the importance of building public consent and media relations;
- Be familiar with managing financial and human resources; and
- Receive instruction in all of the areas tested on SWANA's MSW Systems Management certification exam.

Who Should Attend:

Solid waste professionals in, or hoping to move into, a managerial position with day-to-day responsibility for a multi-component solid waste system (waste reduction, recycling, collection, transfer, landfilling, waste-to-energy, etc.). This course is a preparatory course for anyone planning to take SWANA's MSW Systems Management certification exam.

Course Content:

This 3-day course consists of presentations by instructors who are MSW Systems Management Certified, interactive classroom exercises, discussions, and case studies.

SWANA Continuing Education Credits (Managers, Associates & Inspectors) for each Certification Discipline:

Collection Systems:	10	MSW Systems Management:	30
Construction & Demolition (C&D):	10	Recycling Systems:	10
Landfill:	10	Transfer Systems:	10
Composting:	10		

Consider Becoming SWANA Certified:

The MSW Systems Management certification exam is available on the day following this training course or at any SWANA event where testing is available (separate registration required). Bring a calculator capable of handling seven digits for the exam.

Business Planning, Marketing and Communications for the Solid Waste Industry

1-Day Course

Objective:

To enable professionals involved in the daily management of MSW to take their system plans to a new level through business planning and marketing.

Upon Completion of this Course, Participants Will:

- Learn to look at their systems as a business;
- Understand how to analyze market competition and estimate current costs;
- Develop a business and marketing plan and monitor its success;
- Discuss how to build positive interaction with the community and the media.

Who Should Attend:

This course is designed for solid waste managers who are involved in planning and communications activities. This includes solid waste directors, public works directors, recycling coordinators, information specialists, and public relations administrators.

Course Content:

This 1-day course consists of presentations by SWANA's instructors, classroom exercises, and case studies.

SWANA Continuing Education Credits (Managers, Associates & Inspectors) for each Certification Discipline:

Collection Systems:	10	MSW Systems Management:	10
Construction & Demolition (C&D):	10	Recycling Systems:	10
Landfill:	10	Transfer Systems:	10
Composting:	10		



**Educate.
Innovate.
Communicate.**

www.SWANA.org

**The Leading Professional Association
in the Solid Waste Field.**



Leadership Skills for Solid Waste Professionals

1-Day Course

Objective:

To present current management and leadership development material in the context of solid waste management. Participants will learn and practice these concepts with people who understand the industry, our specific needs and operational environment.

Upon Completion of this Course, Participants Will:

- Complete and interpret the Thomas-Kilman Conflict Mode and the Parker Team Instrument;
- Understand how to use teams and task forces most effectively;
- Go through a case study and role-play an actual landfill closure; and
- Participate in a discussion of "stakeholder mapping" as a way to manage public policy issues.

Who Should Attend:

Solid waste managers who are involved in planning and leadership activities, including solid waste and public works directors/supervisors, recycling coordinators and others with similar responsibilities.

Course Content:

This 1-day course consists of presentations by SWANA's instructors, classroom exercises and case studies. The class will use the Thomas-Kilman Conflict Mode Instrument and the Parker Team Player Survey.

SWANA Continuing Education Credits (Managers, Associates & Inspectors) for each Certification Discipline:

Collection Systems:	10	MSW Systems Management:	10
Construction & Demolition (C&D):	10	Recycling Systems:	10
Landfill:	10	Transfer Systems:	10
Composting:	10		



Paying for Your MSW Management System: Revenue Generation and Cost Accounting

1-Day Course

Objective:

To provide managerial and supervisory level financial solid waste management professionals with an understanding of the factors that affect and determine the costs of an integrated MSW management system.

Upon Completion of this Course, Participants Will:

- Understand the factors affecting system economics;
- Be familiar with full cost accounting, enterprise funds and landfill closure;
- Learn about raising revenues to support waste services; and
- Be aware of different types of financing and credit analysis.

Who Should Attend:

Managerial and supervisory level solid waste management professionals with financing and budgetary responsibilities.

Course Content:

This 1-day course consists of presentations by SWANA's instructors, classroom exercises, and case studies.

SWANA Continuing Education Credits (Managers, Associates & Inspectors) for each Certification Discipline:

Collection Systems:	10	MSW Systems Management:	10
Construction & Demolition (C&D):	10	Recycling Systems:	10
Landfill:	10	Transfer Systems:	10
Composting:	10		



Outsourcing Decisions and Contracting Strategies: Risk and Reward

1-Day Course

Objective:

To provide a forum for local government decision makers to discuss privatization issues, as well as, the benefits of owning and/or operating all, or some portion of, their local system.

Upon Completion of this Course, Participants Will:

- Understand the role of local government and service providers in MSW management;
- Understand the varying degrees of contracting for services and the risk/rewards associated with each;
- Learn what RFP's, IFB's and RFQ's are and when to use them; and
- Have a better understanding of how to structure request for proposals, invitations to bid and other documents.

Who Should Attend:

Local government decision makers who want to learn more about how to evaluate and manage contracting for solid waste services. Other solid waste professionals such as solid waste consultants, finance officers and solid waste planning staff will also benefit.

Course Content:

This 1-day course consists of presentations by SWANA's instructors, classroom exercises and case studies.

SWANA Continuing Education Credits (Managers, Associates & Inspectors) for each Certification Discipline:

Collection Systems:	10	MSW Systems Management:	10
Construction & Demolition (C&D):	10	Recycling Systems:	10
Landfill:	10	Transfer Systems:	10
Composting:	10		

Managing Municipal Waste Recycling Systems

3-Day Course

Objective:

To provide hands-on information about the planning, design and management of waste reduction, recycling and composting systems.

Upon Completion of this Course, Participants Will:

- Understand issues to be considered when planning and operating a recycling system;
- Be aware of how recycling fits into an integrated MSW management system;
- Learn about reuse and reduce strategies and initiatives to apply in their programs;
- Understand marketing of recyclables;
- Learn about managing yard trimmings and other organics;
- Be exposed to the basics of systems costs, funding and ownership/operation decisions;
- Understand the need for public education and communication; and
- Receive instruction in the areas tested in SWANA's certification exam.

Who Should Attend:

This 3-day course consists of presentations by instructors who are Recycling Systems Certified, classroom exercises and a field trip to a local recycling facility.

Course Content:

This 3-day course consists of presentations by instructors who are MSW Systems Management Certified, interactive classroom exercises, discussions, and case studies.

SWANA Continuing Education Credits (Managers, Associates & Inspectors) for each Certification Discipline:

Collection Systems:	15	MSW Systems Management:	10
Construction & Demolition (C&D):	10	Recycling Systems:	30
Landfill:	10	Transfer Systems:	10
Composting:	15		

Consider Becoming SWANA Certified:

SWANA'S Recycling Systems certification exam is available the day following this course or at any SWANA event where testing is available (separate registration required).

Managing Composting Programs

3-Day Course

Objective:

To provide fundamental information on how to effectively plan, design and operate composting operations. This is a prep course for SWANA'S Composting certification exam.

Upon Completion of this Course, Participants Will:

- Understand composting of organic materials;
- Become exposed to the various opportunities for composting agricultural and industrial wastes; and
- Understand the full range of composting technologies.

Who Should Attend:

Professionals who manage (or would like to) composting programs. This includes composting operators, planners or designers. Others who can benefit include: collection managers, recycling managers, landfill operators, public works directors, recycling consultants or anyone interested in a better understanding of composting programs.

Course Content:

This 3-day course consists of presentations by SWANA's instructors, classroom exercises, and case studies.

SWANA Continuing Education Credits (Managers, Associates & Inspectors) for each Certification Discipline:

Collection Systems:	10	MSW Systems Management:	10
Construction & Demolition (C&D):	10	Recycling Systems:	15
Landfill:	10	Transfer Systems:	10
Composting:	30		

Consider Becoming SWANA Certified:

SWANA'S Composting Certification exam issued jointly with the U.S. Composting Council (USCC), is available on the day following this course or at any SWANA or USCC event where testing is available (separate registration required).

Construction and Demolition Certification Course

3-Day Course

This course was developed under a cooperative project by the Construction Material Recycling Association (CMRA) and SWANA.

Objective:

To improve the knowledge of professionals who manage construction and demolition materials.

Upon Completion of this Course, Participants Will:

- Understand the basics of C&D materials, including composition, definition and on-site management;
- Understand environmental and human safety issues at job sites; and
- Better understand C&D landfill siting, design and marketing construction issues.

Who Should Attend:

Individuals involved in the management of solid waste systems that recycle and dispose of wastes generated as a result of the construction, renovation and demolition of buildings. This includes managers of local government solid waste operations that would like to add C&D waste processing to their existing operations, private sector individuals wanting to establish commercial operations, or those who would like to upgrade their existing practices. Others who can benefit include collection managers, landfill operators, public works directors, recycling consultants or anyone preparing for SWANA'S C&D certification exam.

Course Content:

This 3-day course consists of presentations by instructors, classroom exercises, and case studies.

SWANA Continuing Education Credits (Managers, Associates & Inspectors) for each Certification Discipline:

Collection Systems:	10	MSW Systems Management:	10
Construction & Demolition (C&D):	30	Recycling Systems:	15
Landfill:	15	Transfer Systems:	10
Composting:	10		

Consider Becoming SWANA Certified:

The C&D certification exam issued by SWANA and the CMRA is available on the day following this course or at any SWANA event where testing is available (separate registration required).

Household Hazardous Waste & CESQG Facility Operations 24 hour Training

3-Day Course

Objective:

To provide an introductory course covering the most common aspects of household hazardous wastes (HHW) and conditionally exempt small quantity generator (CESQG) requirements.

Upon Completion of this Course, Participants Will:

- Understand how to identify and avoid chemical, operational and health hazards;
- Gain a basic understanding of federal regulations governing hazardous materials and universal wastes;
- Learn how to receive, store, label, pack, transport, dispose and monitor hazardous materials;
- Be aware of hazards and proper protection; and
- Understand types of possible emergencies and appropriate response plans.

Who Should Attend:

Anyone responsible for the collection and handling of HHW and CESQG waste. This includes HHW coordinators, recycling coordinators, landfill managers, special waste managers among others.

Course Content:

This 3-day course consists of presentations by SWANA's instructors, classroom exercises, and case studies.

SWANA Continuing Education Credits (Managers, Associates & Inspectors) for each Certification Discipline:

Collection Systems:	15	MSW Systems Management:	15
Construction & Demolition (C&D):	15	Recycling Systems:	15
Landfill:	15	Transfer Systems:	15
Composting:	15		

FEMA's Debris Management

3-Day Course

This course was designed by the Federal Emergency Management Agency and is being presented by SWANA.

Weather related disasters have increased in intensity and occurrence during the past 20 years. Twenty-one of these disasters occurred during the August 1992-May 1997 period with total damages/costs of approximately \$90 billion and 911 deaths. In 2003, Hurricane Isabel created over 20 million cubic yards of debris within Virginia alone.

Objective:

This course addresses the issue of disposing debris associated with catastrophic disaster debris management planning. Emphasis is placed on local and county planning and response actions. Debris management issues are discussed in the context of the Debris Management Cycle that identifies specific Debris Operation Phases and the issues associated with each. At the conclusion of the course each student will have developed a Debris Management Plan based on his/her community's existing organizations and potential debris-generating threats, both natural and man-made.

Upon Completion of this Course, Participants Will:

- Develop an understanding of how to develop a coordinated debris management plan;
- Exchange ideas and lessons learned from previous natural and manmade debris generating events;
- Develop an understanding of the phases of debris management from clearing through final disposal;
- Obtain insight from photographs of major debris generating events and from instructors who were on the ground following major debris-generating events, World Trade Center, tornadoes, hurricanes, floods, ice and snow storms, earthquakes, and wild fires;
- More fully understand the FEMA Public Assistance process and requirements should your community be hit by a natural or man-made disaster;
- Develop a coordinated debris management plan that will ensure that policies, and procedures, are in place before a debris-generating event. This will position the community to respond to the event and have the documentation and training necessary to maximize reimbursement of eligible expenses from FEMA under the Public Assistance Program.

Who Should Attend:

- Directors of Solid Waste Management and their planning staff
- Landfill Managers
- Solid Waste Emergency Management Planners
- Directors of Public Works and their planning staff
- Public Works Emergency Management Planners

Course Content:

This 3-day course consists of presentations by qualified instructors, classroom exercises, and case studies.

SWANA Continuing Education Credits (Managers, Associates & Inspectors) for each Certification Discipline:

Collection Systems:	25	MSW Systems Management:	25
Construction & Demolition (C&D):	25	Recycling Systems:	25
Landfill:	25	Transfer Systems:	25
Composting:	25		

Waste Screening at MSWM Facilities Training Course

1-Day Course

Objective:

To train operations personnel to recognize, safely handle and properly dispose of unauthorized materials found in an MSW waste stream.

Upon Completion of this Course, Participants Will:

- Learn how to determine the source of hazardous waste;
- Gain an understanding of regulatory issues;
- Learn about the fundamentals of waste screening; and
- Understand what to include in a waste screening program plan.

Who Should Attend:

MSW Collections, Landfill, Materials Recovery Facility (MRF), and Transfer Station operations managers and personnel who are responsible for identifying potentially hazardous materials in the waste stream. Public relations and public education workers along with public works and municipal leaders can benefit from this course.

Course Content:

This one day course consists of presentations by instructors who have in-depth experience working with bioreactor landfills, interactive classroom exercises, discussions and case studies.

SWANA Continuing Education Credits (Managers, Associates & Inspectors) for each Certification Discipline:

Collection Systems:	5	MSW Systems Management:	10
Construction & Demolition (C&D):	5	Recycling Systems:	5
Landfill:	10	Transfer Systems:	10
Composting:	5		



On-Site Training

SWANA proudly offers these unique education and training materials, which are designed to provide operations personnel with a basic level of understanding of MSW operations in an easy-to-use format.

SWANA provides everything a supervisor or manager needs to teach the course material on-site to their employees. The course is divided into modules – which encompass approximately 10-hours of training. These modules can be taught individually or with other modules to create whatever length is appropriate.

By taking these courses, those that are SWANA Certified can also earn valuable Continuing Education Units (CEUs) toward their SWANA recertification – both the instructors and the attendees!

Each SWANA Training Package Includes:

- 1 Instructor’s manual;
- 5 student manuals;
- 1 CD ROM containing a computerized slide show presentation designed using Microsoft Powerpoint 7.0 software;
- Instructor Guidelines – The Learning Process;
- 6 SWANA Training Stickers – For 1 instructor and 5 students – needed to obtain SWANA (CEUs);
- 6 CEU Verification Forms – For 1 instructor and 5 students; and
- A hard copy of all visual aid slides in all the manuals.

Additional student manuals may be purchased. A Disclosure and Limited Use Agreement request must be submitted before purchasing.

Price:	Members	Non-members
1 Package	\$400	\$600
Each additional manual	\$75	\$75

For a complete listing of on-site training courses, please see pages 23-28

Instructors receive 3 additional CEU’s in all disciplines.

Available On-Site Training Courses

Health and Safety for Transfer Station Personnel Training Package

Objective:

To minimize risk and improve safety for transfer station personnel.

Upon Completion of this Course, Participants Will:

- Understand the importance of establishing a transfer station health and safety program;
- Learn how to recognize the unsafe practices of others;
- Get an overview of OSHA and federal regulations; and
- Understand musculo-skeletal disorder and how to prevent ergonomic injuries.

SWANA Continuing Education Credits (Managers, Associates & Inspectors) for each Certification Discipline:

Collection Systems:	5	MSW Systems Management:	5
Construction & Demolition (C&D):	5	Recycling Systems:	5
Landfill:	5	Transfer Systems:	10
Composting:	5		



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Innovate.
Communicate.**

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in the Solid Waste Field.**



Available On-Site Training Courses

Health and Safety for Collection Personnel Training Package

Objective:

To minimize risk and improve safety for collection personnel.

Upon Completion of this Course, Participants Will:

- Understand the importance of Personal Protective Equipment;
- An overview of hazard mitigation;
- Learn what elements constitute a proper loss control program;
- Understand the importance of establishing a collection health and safety program;
- Understand the importance of Collection Vehicle Operation and Driving Safety; and
- Get an overview of OSHA and federal regulations.

SWANA Continuing Education Credits (Managers, Associates & Inspectors) for each Certification Discipline:

Collection Systems:	10	MSW Systems Management:	5
Construction & Demolition (C&D):	5	Recycling Systems:	5
Landfill:	5	Transfer Systems:	5
Composting:	5		



SWANA offers a wide variety of educational products for the solid waste industry. To order yours, visit www.SWANASTore.com.

The screenshot shows a website interface with a navigation menu on the left and a main content area on the right. The navigation menu includes links for HOME, PUBLICATIONS, TRAINING MATERIALS, CLOTHING, NOVELTIES, BOOKS, SWANA MEMBERSHIP, TECHNICAL DIVISION MEMBERSHIP, REGISTER FOR AN UPCOMING EVENT, PROMOTE YOUR BUSINESS, OSHA FAST FIX, SWANA GIFT CERTIFICATES, www.SWANA.org, SKIN ORDER, PRIVACY POLICY, CONTACT INFORMATION, SEARCH, INDEX, and SHOPPING. The main content area features a globe icon, the text "Welcome to the SWANA Store", and "SWANA Proceedings and Publications". Below this, there is a large "SWANA" logo with "SOLID WASTE ASSOCIATION of North America" underneath. At the bottom, there are several product categories with icons: WASTECON Publications, Landfill Ops Publications, Recycling, Waste Reduction & Composting Publications, and Planning & Management Publications.

Available On-Site Training Courses

Health and Safety for Material Recycling Facility (MRF) Personnel Training Package

Objective:

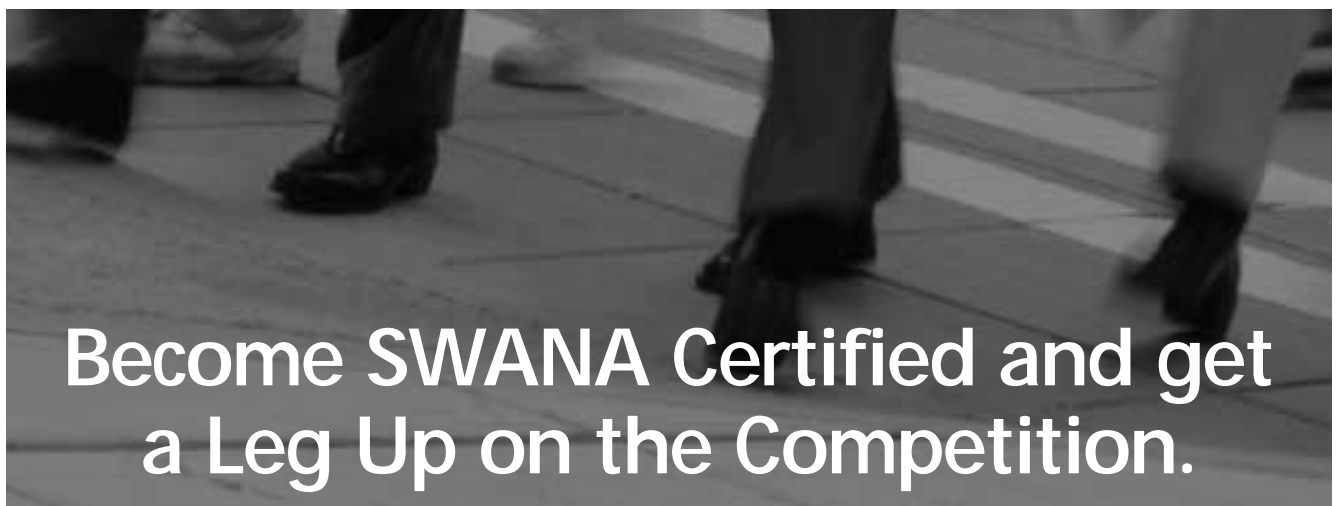
To minimize risk and improve safety for material recycling facility personnel.

Upon Completion of this Course, Participants Will:

- Review the types of equipment typically used at recycling facilities;
- Understand the importance of establishing a health and safety program;
- Learn basic anatomy and physics as it applies to the human back;
- Learn how to recognize hazardous materials; and
- Get an overview of OSHA and federal regulations.

SWANA Continuing Education Credits (Managers, Associates & Inspectors) for each Certification Discipline:

Collection Systems:	5	MSW Systems Management:	5
Construction & Demolition (C&D):	5	Recycling Systems:	10
Landfill:	5	Transfer Systems:	5
Composting:	5		



Available On-Site Training Courses

Health and Safety at MSW Landfill Training Package

Objective:

To train landfill personnel how to identify, and circumvent, landfill health and safety issues.

Upon Completion of this Course, Participants Will:

- Learn what elements constitute a proper loss control program;
- Understand the importance of establishing a landfill health and safety program;
- Learn how to recognize unsafe practices; and
- Be given an overview of OSHA and federal regulations.

SWANA Continuing Education Credits (Managers, Associates & Inspectors) for each Certification Discipline:

Collection Systems:	5	MSW Systems Management:	5
Construction & Demolition (C&D):	5	Recycling Systems:	5
Landfill:	10	Transfer Systems:	5
Composting:	5		



Available On-Site Training Courses

Training Collection Operations Personnel Training Package

Objective:

To provide guidance to those individuals who are responsible for the collection of solid waste and recyclables from household and commercial establishments on a day-to-day basis.

Upon Completion of this Course, Participants Will:

- Increase their knowledge of collection strategies;
- Discuss health and safety issues;
- Understand routing;
- Understand the importance of good sanitation practices;
- Learn how to define a preventative maintenance program;

SWANA Continuing Education Credits (Managers, Associates & Inspectors) for each Certification Discipline:

Collection Systems:	10	MSW Systems Management:	5
Construction & Demolition (C&D):	5	Recycling Systems:	5
Landfill:	5	Transfer Systems:	5
Composting:	5		

Training Sanitary Landfill Operations Personnel Training Package

Objective:

To provide scalehouse operators, equipment operators, spotters, laborers and other key landfill employees with an overview of landfill operations and how they relate to one another.

Upon Completion of this Course, Participants Will:

- Understand the role of the sanitary landfill as a component of an integrated solid waste management system;
- Learn the fundamentals of groundwater movement;
- Understand the factors that contribute to leachate production; and
- Learn the fundamentals of accident analysis.

SWANA Continuing Education Credits (Managers, Associates & Inspectors) for each Certification Discipline:

Collection Systems:	5	MSW Systems Management:	5
Construction & Demolition (C&D):	5	Recycling Systems:	5
Landfill:	10	Transfer Systems:	5
Composting:	5		

Available On-Site Training Courses

Waste Screening at MSWM Facilities Training Package

Objective:

To train operations personnel to recognize, safely handle and properly dispose of unauthorized materials found in an MSW waste stream.

Upon Completion of this Course, Participants Will:

- Learn how to determine the source of hazardous waste;
- Gain an understanding of regulatory issues;
- Learn about the fundamentals of waste screening; and
- Understand what to include in a waste screening program plan.

SWANA Continuing Education Credits (Managers, Associates & Inspectors) for each Certification Discipline:

Collection Systems:	5	MSW Systems Management:	10
Construction & Demolition (C&D):	5	Recycling Systems:	5
Landfill:	10	Transfer Systems:	10
Composting:	5		

Self-Directed Learning

You can't always travel, but you can always get good training. SWANA's Self-Directed Learning Program offers a cost-effective way to do just that. These courses are designed for individuals to learn about MSW topics—at their own pace—without leaving their office or home. The manuals also serve as reference documents long after the course is over.

By taking these courses, those that are SWANA Certified can also earn valuable Continuing Education Units, (CEUs) toward their SWANA recertification!

There are two ways to participate in SWANA's Self-Directed Learning Program:

1. SWANA Online Courses
2. Home Study Manual Courses

SWANA Online Courses

Our SWANA Online Courses are easy to access!

1. Just go to www.SWANASTore.com and click on the SWANA Online Course Icon.
2. Then select the course you wish to take and complete the transaction information.
3. Within 5 business days, you will receive an e-mail with instructions and passwords to access your online course.
4. Take the course at your own pace. There is no time limit.
5. Take the exam at the end of the course. The computer automatically scores your exam and sends the results to SWANA's Training Department. If you receive a score of 90% or better, you will receive CEUs as indicated for each course.

Composting Operations

Using the Internet, students will be able to obtain the skills and knowledge to work in a variety of composting facilities. The topics include the Physical Science of Composting, Feedstock, Quality and Classification, Facility Operations, Marketing/End Use and Regulations. The course is enhanced with up-to-date photographs, interactive exercises, and online links.

Price:

\$125 Members / \$150 Non-Members

Upon Completion of this Course, Participants Will:

- Understand composting of organic materials;
- Become exposed to the various opportunities for composting agricultural and industrial wastes; and
- Understand the full range of composting technologies.

Course Content:

This course will take approximately 25 hours to complete.

SWANA CEU Credits:

Collection Systems:	5	MSW Systems Management:	5
Construction & Demolition (C&D):	5	Recycling Systems:	7
Landfill:	5	Transfer Systems:	5
Composting:	10		

Landfill Operations

Using the Internet, students will be able to obtain the basic knowledge and skills to be part of a modern landfill operation. Topics include Waste Decomposition, Geology and Hydrology, Landfill Design and Construction, General Operations, and Regulations. The course is enhanced with up-to-date photographs, audio, interactive exercises, related online links, and video.

Price:

\$125 Members / \$150 Non-Members

Upon Completion of this Course, Participants Will:

- Understand the issues to be considered when planning, operating and closing a landfill;
- Learn the basics of landfill site restrictions and compliance with design requirements;
- Know about compliance inspections and basic regulatory standards;
- Be familiar with waste acceptance and screening requirements;
- Learn more about leachate and landfill gas management;
- Become familiar with bioreactor landfill operations;
- Learn about landfill economics;
- Understand the importance of safety and contingency counter measures;
- Learn about communications with staff and the community.

Course Content:

This course will take approximately 25 hours to complete.

SWANA CEU Credits:

Collection Systems:	5	MSW Systems Management:	5
Construction & Demolition (C&D):	5	Recycling Systems:	5
Landfill:	10	Transfer Systems:	5
Composting:	5		

SWANA Home Study Courses

Each SWANA Home Study Package Includes:

- 1 Manual
- 1 Home Study exam; and
- 1 Blank Home Study answer sheet

To earn Continuing Education Units, just review the materials at your own pace, take the exam and send it to SWANA for scoring. If 90% of the answers are correct, the appropriate CEUs will be earned. The test must be submitted within 6-months to be valid.

Price:

\$95 Members / \$150 Non-Members

Note: A 10% shipping charge will be added to every order.

Available Home Study Courses

Construction Waste & Demolition Debris Recycling...A Primer

SWANA Continuing Education Credits (Managers, Associates & Inspectors) for each Certification Discipline:

Collection Systems:	5	MSW Systems Management:	5
Construction & Demolition (C&D):	10	Recycling Systems:	10
Landfill:	5	Transfer Systems:	5
Composting:	5		

Managing Landfill Gas at Municipal Solid Waste Landfills

SWANA Continuing Education Credits (Managers, Associates & Inspectors) for each Certification Discipline:

Collection Systems:	5	MSW Systems Management:	10
Construction & Demolition (C&D):	5	Recycling Systems:	5
Landfill:	5	Transfer Systems:	5
Composting:	5		

SWANA Home Study Courses

Leachate Generation, Collection and Treatment at MSW Landfills

SWANA Continuing Education Credits (Managers, Associates & Inspectors) for each Certification Discipline:

Collection Systems:	5	MSW Systems Management:	10
Construction & Demolition (C&D):	5	Recycling Systems:	5
Landfill:	5	Transfer Systems:	5
Composting:	5		

Groundwater Monitoring, Sampling, Analysis, and Well Construction

SWANA Continuing Education Credits (Managers, Associates & Inspectors) for each Certification Discipline:

Collection Systems:	5	MSW Systems Management:	10
Construction & Demolition (C&D):	5	Recycling Systems:	5
Landfill:	5	Transfer Systems:	5
Composting:	5		

Waste Screening At MSWM Facilities

SWANA Continuing Education Credits (Managers, Associates & Inspectors) for each Certification Discipline:

Collection Systems:	5	MSW Systems Management:	10
Construction & Demolition (C&D):	5	Recycling Systems:	5
Landfill:	5	Transfer Systems:	5
Composting:	5		

SWANA Training is on The Move

New Courses, New Venues, New Technologies



Two Classroom Courses:

- Establishing an Electronics Recycling Program
- Manager of Bioreactor Landfill

Great Locations:

- West Palm Beach, Florida
- Coronado Beach, California
- Las Vegas, Nevada
- Boulder, Colorado
- Philadelphia, Pennsylvania
- Austin, Texas

Two Online Courses:

- Health & Safety for Landfill Operations
- Health & Safety for Transfer Station Operators

3 Types of Electronic Courses:

- Online Courses — self-study courses that last from 8-25 hours that you can take from any web browser.
- E-Sessions — our monthly web conferencing series featuring technical sessions addressing different hot topics
- e-Courses — building off our successful, monthly e-Sessions, we are offering training courses online using your web browser to deliver technical content and a conference call for the audio.

REGISTER ONLINE AT WWW.SWANASTORE.COM

Establishing an Electronics Recycling Program

Perfect for any manager thinking about establishing an electronics recycling collection program.

This course provides an overview of the complex topic of used electronics end-of-life management by providing basic information about electronics and why recycling and product stewardship for these materials have become popular. It also gives each student the necessary knowledge and tools to design and implement an effective electronics recycling program in your community.



When possible, this course includes a tour of a local electronics processing facility.

Things You'll Come Away With:

- Understand why end-of-life management of electronics is a topic of concern.
- Become familiar with the terminology and strategies in current use and being developed.
- Practical approaches to selecting a collection program (including special events)
- Gain an appreciation for the range of substantive and policy issues that you will need to address in establishing and running your program.

Who should attend:

If you work in any facet of recycling, this course is the best way to learn the latest on this hot topic.

SWANA Continuing Education Credits (Managers, Associates, & Inspectors for each Certification Discipline:

Collection Systems:	15	MSW Systems Management	15
Construction and Demolition (C&D)	10	Recycling Systems:	20
Landfill:	10	Transfer Systems	10
Composting	15		

Manager of Bioreactor Landfill Operations

2-Day Certification Prep Course

Coming July 2005!

Modern landfills are changing and SWANA is leading the way with its newest training course and certification: Manager of Bioreactor Landfill Operations.

During this course you will:

- Delve into the unique characteristics of a bioreactor vs. dry tomb landfills
- Discuss the basics of bioreactor landfill operations
- Explore the methods of introducing air and water into landfill cells.
- Learn about the implications of increased landfill gas activity
- Discuss the permitting of bioreactor landfills
- Visit an active bioreactor landfill (where available.)

**New
Course and
Certification**

Prerequisite:

SWANA Landfill Manager Certification

Who should attend:

Management-level individuals involved in the oversight and management of bioreactor landfills, or those who may manage such landfills in the future. Local government and private sector solid waste professionals that manage landfill operations as well as state, provincial and local regulatory officials that have the responsibility for issuing and assuring compliance with permits and licenses for bioreactor landfills will also benefit.

SWANA Continuing Education Credits (Managers, Associates, & Inspectors for each Certification Discipline:

Collection Systems:	10	MSW Systems Management	15
Construction and Demolition (C&D)	10	Recycling Systems:	10
Landfill:	15	Transfer Systems	10
Composting	10	Bioreactor Landfill	20

New Bioreactor Landfill Certification Exam

Coming July 2005

SWANA will offer certification for this new discipline. To qualify for this exam:

1. You must hold a SWANA Landfill (MOLO) Manager Certification
2. You must have 5 years of experience in the Solid Waste Industry.
3. You must have 2 years of management experience.

Completion of Course not Required to Sit for the Exam.

New for 2005 SWANA Online Courses

Need Training? Need CEUs?
It's just a click away!

SWANA is expanding their **online training** with two new courses this fall:

Health and Safety for Transfer Station Personnel Training Package

Objective:

To minimize risk and improve safety for transfer station personnel.

Upon Completion of this course you will:

- Understand the importance of establishing a transfer station health and safety program
- Learn how to recognize the unsafe practices of others
- Get an overview of OSHA and federal regulations
- Understand musculo-skeletal disorder and how to prevent ergonomic injuries

SWANA Continuing Education Credits

(Managers, Associates, & Inspectors for each Certification Discipline:

Collection Systems:	6	MSW Systems Management	4
Construction and Demolition (C&D)	2	Recycling Systems:	2
Landfill:	2	Transfer Systems	8
Composting	2		

Health and Safety at MSW Landfill Training Package

Objectives:

To training landfill personnel how to identify and circumvent landfill health and safety issues.

Upon completion of this course, participants will:

- Learn what elements constitute a proper loss control program
- Understand the importance of establishing a landfill health and safety program
- Learn how to recognize unsafe practices; and
- Be given an overview of OSHA and federal regulations.

SWANA Continuing Education Credits

(Managers, Associates, & Inspectors for each Certification Discipline:

Collection Systems:	2	MSW Systems Management	4
Construction and Demolition (C&D)	8	Recycling Systems:	2
Landfill:	8	Transfer Systems	2
Composting	2		

Introducing — SWANA e-Courses

e-Courses — building off our successful, monthly e-Sessions we will begin to schedule training courses via web-conferencing.

2005 e-Courses:

See www.swanastore.com for dates and times

MOLO: Just the Math! (1 session)

Business Planning for Solid Waste Managers (4 sessions)

Composting Operations Basics (4 sessions)

Contracting Basics (1 session or more sessions)

Paying For Your MSW Management System

Training For Collections Operations Personnel

Establishing an Electronics Recycling Program

More e-Courses will be announced throughout 2005. Watch www.SWANA.org for details.



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in the Solid Waste Field.**



Getting Certified?

1. Choose your discipline(s)

Choose from one (or more) of the eight different disciplines (visit www.SWANA.org for complete list) that you can become certified in.

2. Choose from three certification levels

The SWANA Landfill Certification has three eligibility levels:

- Technical Associate: For those who work in the solid waste industry.
- Manager: Appropriate if you have 5 years of experience in the solid waste industry, including 2 years as a supervisor. (A four-year college degree in a related subject.)
- Inspector (landfill certification only)

Bioreactor Landfill certification requires current SWANA Landfill certification as well.

3. Pass the SWANA Certification Exam for your discipline.

SWANA certifications exams are administered at SWANA training events and chapter training events. You can only sit for one exam per testing site.

You are not required to take the training courses to sit for a certification exam.

Already Certified?

Keep your SWANA certification current with SWANA Training and Conferences.

Once certified you have three (3) years to meet your recertification requirements:

- Complete 30 Continuing Education Units (CEUs)
(or retake and pass the Certification Exam in your discipline)
- Complete the SWANA recertification application (Download at www.swana.org)
- Remit your recertification fee to SWANA.

The CEU requirement is designed to help you stay current on important developments in your field.

You can earn CEU's at any SWANA International Event or Training Course.

If you have questions contact our Certification Department at cert@swana.org.



JANUARY 10-13

Manager of Landfill Operations (MOLO[®]) Course
Wyndham Orlando Resort
Orlando, FL

JANUARY 14-15

Senior Executive Seminar
Hilton Palm Springs Resort
Palm Springs, CA

FEBRUARY 7-12

Winter Technical Symposia*
Marriott West Palm Beach
West Palm Beach, FL

**Collection & Transfer; Waste Reduction, Recycling & Composting; and Special Waste Symposia.*

MARCH 7-10

28th Annual Landfill Gas Symposium
Loews Coronado Bay Resort
San Diego, CA

APRIL 18-21

Spring Training Center
Flamingo Las Vegas Casino Hotel
Las Vegas, NV

MAY 23-25

North American Waste-to-Energy
Conference (NAWTEC)
Wyndham Palace Resort & Spa
Orlando, FL



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of North America

The Leading Professional Association in the Solid Waste Field



JUNE 6-10

Landfill Symposium & Solid Waste Managers:
Trends and Challenges Conference
Millennium Harvest House
Boulder, CO

JULY 11-14

Summer Training Center
Crown Plaza Philadelphia Center City
Philadelphia, PA

**SEPTEMBER
27-29**

WASTECON[®] 2005
Austin Convention Center
Austin, TX