ASTSWMO Joint Hazardous Waste and Materials Management Training
August 11-13, 2015

Hilton Long Beach
701 West Ocean Blvd.
Long Beach, CA 90831-3102
(562) 983-3400

Meeting Participation

ASTSWMO is pleased to invite State and Territorial (State) Hazardous Waste and Materials Management managers and staff, U.S. Environmental Protection Agency (EPA) Headquarters and Regional staff, and other invited guests to the ASTSWMO Joint Hazardous Waste and Materials Management Training (Joint Training) on August 11-13, 2015 in Long Beach, CA. Due to limitations on hotel meeting space capacity and accommodations availability, priority attendance will be given to our members, EPA officials, and invited guests.

Meeting Agenda

The two and-a-half day Joint Training is a mix of plenary and concurrent sessions. Recognizing the increasing number of cross-programmatic issues, plenary sessions will address joint Hazardous Waste and Materials Management topics. The agenda also features concurrent sessions that will allow for a focus on Hazardous Waste and Materials Management program-specific issues.

Click here to view a PDF of the current draft agenda. Please continue to check this link for future updates to the agenda.

Meeting Registration

ASTSWMO is NOT charging a registration fee for the 2015 Joint Training. All attendees must register for the meeting. The last day to register with ASTSWMO is Friday, July 10, 2015. ASTSWMO also reserves the right to close registration early if capacity is reached prior to July 10. There will be no on-site registration for the meeting.

As you complete the registration form, we ask that you:

- please do not use all uppercase or all lowercase letters in typing your contact information (correct example – Jane Smith); and
- please use dash marks when entering your phone and fax numbers (i.e., 202-640-1060).
Please click here for the online registration form. A confirmation of registration e-mail will be forwarded to you upon receipt of your completed registration form. Please note that confirmation of reimbursement will be sent separately by ASTSWMO staff. Please do not make any travel arrangements before you receive the reimbursement confirmation from ASTSWMO staff. If you need additional assistance regarding registration, please contact Barbara Hall in the ASTSWMO office (202-640-1066 or barbarah@astswmo.org).

Reimbursement Opportunities

ASTSWMO has funding available to reimburse one (1) Hazardous Waste program staff per State and one (1) Materials Management program staff per State. In addition, there is a funding for a limited number (12) of State hazardous waste enforcement program staff to attend the Training, specifically to participate in the two Corrective Action Inspection Training sessions on the afternoon of August 12. This specific funding is available on a first-come, first-serve basis. If you register for this funding, you must attend both Corrective Action Inspection Training sessions. ASTSWMO encourages State staff to predetermine which employees will travel with ASTSWMO funding.

In order to receive ASTSWMO funding, the State attendee must be pre-registered with ASTSWMO and funding must be approved by ASTSWMO prior to travel. For those registrants that qualify for ASTSWMO funding, the Association will reimburse:

- airfare (or, if you are driving, mileage per ASTSWMO’s travel policy; or train transportation per ASTSWMO’s travel policy);
- hotel room expenses at the government rate of $138 per night plus taxes for a maximum of up to three nights (August 10, 11 and 12, 2015);
- meals and incidentals at actual costs up to the federal per diem of $71 per day;
- ground transportation; and
- airline baggage check fees for one bag each way at the lowest cost.

**ASTSWMO requires original receipts for expenses over $75, which is typically airfare, hotel, and airport parking.**

ASTSWMO’s current travel and reimbursement policies and procedures are located on our website’s Travel and Reimbursement page. Please review these policies; they have changed recently and may be different from others you are used to using.

The official, pre-approved travel dates for the Training are arrival on August 10, 2015 and departure on August 13, 2015. **Additional night stay-overs must be pre-approved** by ASTSWMO prior to travel. **ASTSWMO does not reimburse travelers for hotel or meal expenses associated with additional stay-over days before or after the meeting.** If you plan to travel earlier than August 10 or return home later than August 13, 2015, you must submit a completed Special Travel Request form and the supporting documentation to
Barbara Hall in the ASTSWMO office (fax: 202-331-3254 or email to barbarah@astswmo.org) prior to finalizing your travel plans.

If the meeting attendee travels outside of the approved travel dates and does not receive approval prior to their travel, then ASTSWMO reserves the right not to reimburse the traveler for their airfare or mileage.

The Special Travel Request forms are located on our website’s Travel and Reimbursement page. Should you have any questions regarding reimbursement or special travel, please contact Barbara Hall in the ASTSWMO office (202-640-1066 or barbarah@astswmo.org).

Also, please note: For those who will be reimbursed by ASTSWMO, please submit your reimbursement claim as soon as you return from the meeting. ASTSWMO’s policy is that all reimbursements must be postmarked within 30 days of travel. Therefore, all Joint Training reimbursements must be postmarked no later than Monday, September 15, 2015.

Hotel Accommodations and Rates

The Joint Hazardous Waste and Materials Management Training will be held at the Long Beach Hilton in Long Beach, CA. ASTSWMO has reserved a block of sleeping rooms at the government rate of $138 single or double occupancy per night, plus applicable State and local taxes (currently 15.07%). Room reservations will be accepted through Friday, July 10, 2015; reservations made after that date will be subject to room and date availability. Attendees should contact the hotel’s Reservations Department at and must ask for the “ASTSWMO” group rate in order to receive the government rate.

To book your room at the Long Beach Hilton:

- Dial: 1-800-HILTONS
- You must ask for the ASTSWMO group rate in order to receive the government room rate of $138 per night plus taxes

All reservations must be accompanied by a first night’s room deposit, or guaranteed with a major credit card. The hotel will not hold any reservations unless secured by one of the above methods. Any individual cancellations or changes must be made at least 48 hours prior to the arrival date. A cancellation less than 48 hours prior to arrival will result in a charge equal to one night’s room and tax. Early departures and no-shows will result in the same charge. In the event a guest who has requested a room within the ASTSWMO room block checks out prior to the guest’s reserved check-out date, the hotel will add an early check-out fee to that guest’s individual account. Guests wishing to avoid an early check-out fee should advise the hotel at or before check-in of any change in planned length of stay. The standard hotel check-in time is 3:00 PM and check-out time is 12:00PM.
ASTSWMO strongly suggests that attendees make their hotel reservations in advance of receiving out-of-state travel approval to ensure room availability at the contracted rate. You can cancel your hotel reservations later, if necessary.

Following is contact information for the hotel:

Hilton Long Beach
701 West Ocean Blvd.
Long Beach, CA 90831-3102
(562) 983-3400


**Airports and Transportation**

**Airports**

The closest and most convenient airport is the Long Beach Airport (Daugherty Field), which is 7 miles from the hotel.

The Los Angeles International Airport is 21 miles from the hotel. The John Wayne Airport/Orange County is 20 miles.

**Taxis/Shuttles**

From the Long Beach Airport:
- Typical minimum taxi charge: $25

From the Los Angeles International Airport:
- Super Shuttle: $17
- Typical minimum taxi charge: $50

From the John Wayne Airport/Orange County Airport:
- Typical minimum taxi charge: $50

More information is available on the Hilton Long Beach website at:

**Travel by Personal Auto**

Members seeking reimbursement who wish to drive to the Joint Training may do so provided that the total roundtrip mileage is less than or equal to 500 miles and the total cost of driving does not exceed the cost of regular roundtrip airfare. If more than 500 miles, then members must obtain prior approval from ASTSWMO by completing the Special Travel Request form and Work Sheet B prior to travel as well as the supporting
documentation (download this form from the ASTSWMO website’s Travel and Reimbursement page or call the ASTSWMO office to obtain these forms). Costs are calculated at the current federal mileage rate of $0.575 per mile, plus tolls. Please Note: ASTSWMO does not reimburse for on-road hotel and meal costs. If you travel by car, ASTSWMO will reimburse for the onsite hotel self-parking fee. Since self-parking is available, ASTSWMO will not reimburse valet parking. A receipt is required when the total cost of the parking exceeds $75, regardless of the daily rate.

Maps and directions are available on the hotel website at:

Sponsorship Opportunities

ASTSWMO is offering sponsorship opportunities at the Joint Training. If you are interested in sponsoring a portion of the meeting, please contact Dania Rodriguez, ASTSWMO Executive Director, at daniar@astswmo.org.

Special Accommodations

Please contact Barbara Hall in the ASTSWMO office (barbarah@astswmo.org or 202-640-1066) with any special accommodation needs. You may also list them on the registration form, which has a text box in which to list ADA and other special needs.

Green Meeting

ASTSWMO is committed to minimizing the environmental impact of this meeting through decreasing the amount of solid waste produced by the event and disposing of solid and liquid wastes generated at the event in an environmentally responsible manner. As such, ASTSWMO has evaluated how best to distribute information on the meeting prior to and following the event.

Please note that paper copies of presentations will not be provided at the meeting. Instead, we encourage all speakers to provide their presentations in electronic format for posting on the ASTSWMO website, so that attendees can download and/or print their own copies in advance. We suggest that all attendees and speakers print any materials on recycled paper stock using both sides of the paper. Should you wish to distribute informational materials at the meeting, please bring only what is needed and take back with you everything that you don’t hand out. The hotel will provide on-site recycling of paper, plastic, and glass at the meeting. All meeting presentations and handouts must be sent to Molly Lowney, ASTSWMO (mollyl@astswmo.org), by Tuesday, August 4, 2015.
Questions?

Questions about any aspect of the Training can be directed to Kerry Callahan, ASTSWMO Senior RCRA Program Manager, at 202-640-1062 or kerryc@astswmo.org.

DEADLINES TO REMEMBER

Meeting Registration Deadline: Friday, July 10, 2015
Hotel Room Block Cut-off Date: Friday, July 10, 2015
Presentation Materials Due: Tuesday, August 4, 2015
Reimbursement Deadline: Monday, September 15, 2015