

**MCF ENVIRONMENTAL COMPLIANCE  
PEER AUDIT TRAINING SCHEDULE  
Andrews University  
Berrien Springs, MI  
July 15-17, 2008**

*Tentative - as of July 11, 2008 (We anticipate small changes as the schedule evolves)*

**Monday, July 14, 2008**

Informal Opening Dinner: 6:30 pm- 8:00 PM

(Papa Vinos Italian Kitchen, 1332 Hilltop Road, St. Joseph – Sponsored by MCF)

***DAY 1 – July 15, 2008***

- 7:00 – 8:15           **BREAKFAST AND REGISTRATION** – Lobby of Chan Shun Hall
- 8:15 – 8:30           **INTRODUCTION** – MCF and Andrews University Representatives; HRP and Peers  
(Chan Shun Hall – Auditorium)
- 8:30 – 9:15           **MODULE 1: Environmental Peer Audit Policy and Agreements**  
(Chan Shun Hall – Auditorium)
- 9:15 – 9:30           **MODULE 2: Role of the Auditor** – Overview of tasks to be accomplished and signing of  
confidentiality statements (Chan Shun Hall – Auditorium)
- 9:30 – 10:30          **MODULE 3: Regulatory Overview**– CAA, CWA, SWDA, TSCA, RCRA  
(Chan Shun Hall – Auditorium)
- 10:30 – 10:50        **BREAK** (Drinks provided in Lobby of Chan Shun Hall)
- 10:50 – 12:00        **MODULE 3: Regulatory Overview**– RCRA, FIFRA, EPCRA/CERCLA  
(Chan Shun Hall – Auditorium)
- 12:00 – 1:00         **LUNCH** - Lobby of Chan Shun Hall
- 1:00 – 1:20           **MODULE 4: State Specific Regulations - Michigan**  
(Chan Shun Hall – Auditorium)
- 1:20 – 1:50           **MODULE 5: Biology Labs and Stock Room**  
(Chan Shun Hall – Auditorium)
- 1:50 – 2:10           **MODULE 6: Physics Labs, Stock Room, and Machine Shops**  
(Chan Shun Hall – Auditorium)
- 2:10 – 2:40           **MODULE 7: Chemistry Labs and Stock Room**  
(Chan Shun Hall – Auditorium)
- 2:40 – 3:00           **BREAK** (Drinks and Snacks provided in Lobby of Chan Shun Hall)
- 3:00 – 5:00           **FIELD TRIPS** (rotate or transfer every 40 minutes)  
Team 1 – Biology – Price Hall  
Team 2 – Chemistry – Halenz Hall  
Team 3 – Module 18: Document Review (Chan Shun Hall – Auditorium)
- 5:00                   **DINNER** (on your own)

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**DAY 2 – July 16, 2008**

7:00 – 8:00	<b>BREAKFAST</b> – Lobby of Chan Shun Hall
8:00 – 8:30	<b>MODULE 8: Arts (Sculpture, Ceramics, Painting, etc.)</b> (Chan Shun Hall – Auditorium)
8:30 – 8:50	<b>MODULE 9: Theatre and Photography</b> (Chan Shun Hall – Auditorium)
8:50 – 9:20	<b>MODULE 10: Power Plants, Mechanical Rooms, Elevators, Generators, Transformers</b> (Chan Shun Hall – Auditorium)
9:20 – 9:40	<b>MODULE 11: Software Overview</b> (Chan Shun Hall – Auditorium)
9:40 – 10:00	<b>BREAK</b> (Drinks provided in Lobby of Chan Shun Hall)
10:00 – 12:00	<b>FIELD TRIPS</b> (rotate or transfer every 40 minutes) Team 1 – Mechanical Room – Boiler Plant Team 2 – Ceramics & Painting – Arts & Design Center Team 3 – Photography & Printing – Harrigan Hall
12:00 –1:00	<b>LUNCH</b> – Lobby of Chan Shun Hall
1:00 – 1:25	<b>MODULE 12: Facilities, Plant Operations and Physical Plant</b> (Chan Shun Hall – Auditorium)
1:25 – 1:40	<b>MODULE 13: Agricultural &amp; Equine</b> (Chan Shun Hall – Auditorium)
1:40- 2:00	<b>MODULE 14: Boneyard and Solid Waste Management Area</b> (Chan Shun Hall – Auditorium)
2:00 – 2:15	<b>BREAK</b> (Drinks & Snacks in Lobby of Chan Shun Hall)
2:15 – 5:15	<b>FIELD AND SOFTWARE EXERCISE TRIPS</b> (rotate or transfer every 35 minutes) Team 1 – Software Exercise (Chan Shun Hall – Auditorium) Team 2 – Transportation & Plant Services Team 3 – Dairy Farm
6:00 – 8:00	<b>DINNER</b> – Pump House Grille, 214 State Street, St. Joseph, sponsored by HRP and Halloran & Sage

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**DAY 3 – July 17, 2008**

- 7:00 – 8:00           **BREAKFAST** – Lobby of Chan Shun Hall (Chan Shun Hall – Auditorium)
- 8:00 – 8:15           **MODULE 15: Athletics Center & Related Facilities** (Chan Shun Hall – Auditorium)
- 8:15 – 8:35           **MODULE 16: Other Environmental Concerns** (Chan Shun Hall – Auditorium)
- 8:35 – 9:10           **MODULE 17: Environmental Management Systems for Colleges and Universities** (Chan Shun Hall – Auditorium)
- 9:10 – 9:30           **BREAK** (Drinks in Lobby of Chan Shun Hall)
- 9:30 – 12:00           **Conducting Audits in the Field (Mock)** – (rotate every 50 minutes)  
Team 1 – Organic Chemistry Laboratory led by HRP Team Member  
Team 2 – Boiler Plant led by HRP Team Member  
Team 3 – Module 19 - 10 Action Items to Conduct Before Your Audit; Module 20 - Training to Completion and Finalize Audit Team Scheduling (Chan Shun Hall – Auditorium)
- 12:00 – 1:00           **LUNCH** - Lobby of Chan Shun Hall
- 1:00 – 1:15           **TEAM PICTURE**
- 1:15 – 1:30           **WRAP UP, EVALUATIONS AND CERTIFICATES**