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**Air Quality Facilitator’s Guide**

**for**

**In-Person Training Class**

**Advance Preparation:**

* In advance of the class, verify if any students need any special accommodations, especially if any are vision or hearing impaired, and arrange for accommodations
* Ensure classroom is accessible
* Generate class sign-in sheet for attendance purposes
* Review materials, identify specific items that are unique to your airport, and be prepared to discuss these items
	+ Customize Slide No. 25 to localize the Air Quality content to your airport – add additional slides and content as needed for your airport program
	+ Provide specific references to your airport’s policies and procedures
	+ Provide contact information for students to follow up as needed
* For additional resources, see:
	+ [FAA’s Airport Carbon Emissions Reduction](https://www.faa.gov/airports/environmental/air_quality/carbon_emissions_reduction)
	+ [ICAO’s *Air Quality Management at Airports*](https://www.icao.int/environmental-protection/Documents/ecoairports/AIR%20QUALITY%20MANAGEMENT%20AT%20AIRPORTS.pdf)
	+ [*ACRP Report 135: Understanding Airport Air Quality and Public Health Studies Related to Airports* (2015)](http://nap.nationalacademies.org/22119)
* A quiz is included in the module to be given at the end of the training session – determine if students will take the quiz online or if you need to provide hard copies and collect them at the end of the session
* Conduct a test run of room technology in advance of the training session

**Training Session:**

* Welcome students and make introductions
* Provide your contact information should anyone have follow-up questions or need further guidance
* Ensure students have completed the sign-in sheet
* Distribute copies of the presentation to students before the training session begins
* Review course goal:
	+ *The goal of this course is to familiarize each student with basic information regarding common air quality impacts, regulations pertaining to air quality, and how the regulations may apply to their airport*
	+ *The training is for general airport staff and airport operations staff*
* Recommendations for making the course engaging and interactive:
	+ Ask open-ended questions at the end of key slides to ensure understanding of materials
	+ Call out the slide quick tip and enhance with your airport-specific discussion points and examples
	+ Offer things to think about that relate to your specific airport roles
	+ Identify your airport policies and procedures
	+ Depending on the number of attendees, consider breaking into small groups to answer a series of specific airport-related questions and having each group report back to the larger group
* Provide additional resources for participants:
	+ [FAA’s Airport Carbon Emissions Reduction](https://www.faa.gov/airports/environmental/air_quality/carbon_emissions_reduction)
	+ [ICAO’s *Air Quality Management at Airports*](https://www.icao.int/environmental-protection/Documents/ecoairports/AIR%20QUALITY%20MANAGEMENT%20AT%20AIRPORTS.pdf)
	+ [*ACRP Report 135: Understanding Airport Air Quality and Public Health Studies Related to Airports* (2015)](http://nap.nationalacademies.org/22119)
* Make sure there is time left for students to ask any remaining questions

**Post-Training Session:**

* Hand out the quiz to be completed by students, if not using the online version
* Submit any required training verification for attendees that is required by your airport

**Air Quality Facilitator’s Guide**

**for**

 **Online Training Class**

**Advance Preparation:**

* In advance of the class, verify if any students need any special accommodations, especially if any are vision or hearing impaired, and arrange for any accommodations
* Review materials, and identify specific items that are unique to your airport
	+ Customize Slide No. 25 to localize the Air Quality content to your airport – add additional slides and content as needed for your airport program
	+ Provide specific references to your airport’s policies and procedures
	+ Include contact information for students to follow up as needed
* For additional resources, see:
	+ [FAA’s Airport Carbon Emissions Reduction](https://www.faa.gov/airports/environmental/air_quality/carbon_emissions_reduction)
	+ [ICAO’s *Air Quality Management at Airports*](https://www.icao.int/environmental-protection/Documents/ecoairports/AIR%20QUALITY%20MANAGEMENT%20AT%20AIRPORTS.pdf)
	+ [*ACRP Report 135: Understanding Airport Air Quality and Public Health Studies Related to Airports* (2015)](http://nap.nationalacademies.org/22119)

**Post-Training Session:**

* Verify attendance and/or successful completion records are entered into airport training program records