This handout was produced as part of ACRP Project 02-101, “Environmental Stewardship and Compliance Training for Airport Employees.” The full publication for this project can be accessed at crp.trb.org/acrpwebresource21.

The ACRP is sponsored by the Federal Aviation Administration. ACRP is administered by the Transportation Research Board, part of the National Academies of Sciences, Engineering, and Medicine.

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**Aviation Noise 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. 23 to localize the Aviation Noise 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 Noise](https://www.faa.gov/airports/environmental/airport_noise)
	+ [FAA’s Fundamentals of Noise and Sound](https://www.faa.gov/regulations_policies/policy_guidance/noise/basics)
	+ [FAA 1050.1 Desk Reference (Chapter 11. Noise and Noise-Compatible Land Use)](https://www.faa.gov/about/office_org/headquarters_offices/apl/environ_policy_guidance/policy/faa_nepa_order/desk_ref)
* 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 aviation noise impacts and regulations 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 Noise](https://www.faa.gov/airports/environmental/airport_noise)
	+ [FAA’s Fundamentals of Noise and Sound](https://www.faa.gov/regulations_policies/policy_guidance/noise/basics)
	+ [FAA 1050.1 Desk Reference (Chapter 11. Noise and Noise-Compatible Land Use)](https://www.faa.gov/about/office_org/headquarters_offices/apl/environ_policy_guidance/policy/faa_nepa_order/desk_ref)
* 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

**Aviation Noise 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. 23 to localize the Aviation Noise content to your airport – add additional slides and content as needed for your airport program
	+ Provide specific references to airport policies and procedures
	+ Include contact information for students to follow up as needed
* For additional resources, see:
	+ [FAA’s Airport Noise](https://www.faa.gov/airports/environmental/airport_noise)
	+ [FAA’s Fundamentals of Noise and Sound](https://www.faa.gov/regulations_policies/policy_guidance/noise/basics)
	+ [FAA 1050.1 Desk Reference (Chapter 11. Noise and Noise-Compatible Land Use)](https://www.faa.gov/about/office_org/headquarters_offices/apl/environ_policy_guidance/policy/faa_nepa_order/desk_ref)

**Post-Training Session:**

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