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ACRP WebResource 21

Environmental Stewardship and Compliance Training for Airport Employees

WebResource User Guide

Version 1 – February 14, 2024

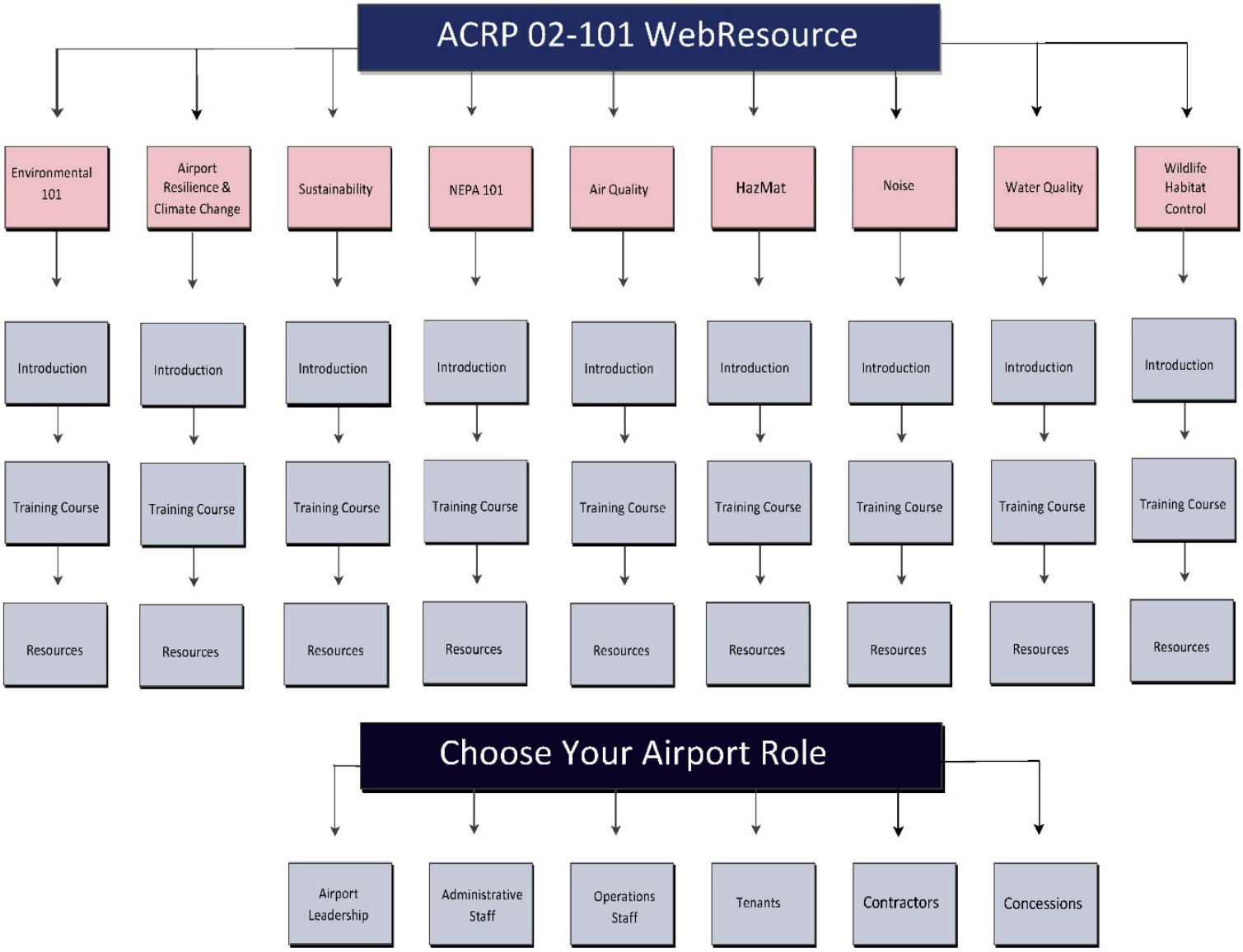
Table of Contents

1. WebResource Introduction 1-1
1.1. WebResource Layout 1-2
1.1.1. Home Page 1-3
1.1.2. Module Introduction 1-3
1.1.3. Training 1-5
1.1.4. Resources 1-7
2. How to Use the WebResource 2-7
2.1. Self-Paced Training 2-7
2.2. Facilitated Training 2-8
2.3. Resources 2-8
2.4. Posters 2-8

1. WebResource Introduction

ACRP WebResource 21: Environmental Stewardship and Compliance Training for Airport Employees was created to house customizable environmental training materials for airports regardless of size, climate, and environmental concerns. The WebResource is organized by training topic, as modules, and includes a *Choose Your Role tool* that provides a list of relevant training topics based on the user's airport role. The WebResource has nine total modules. Training is recommended for both internal and external airport stakeholders and can be completed in a self-paced or facilitated manner. Figure 1-1 details the overall site map for the WebResource.

Figure 1-1. Site Map

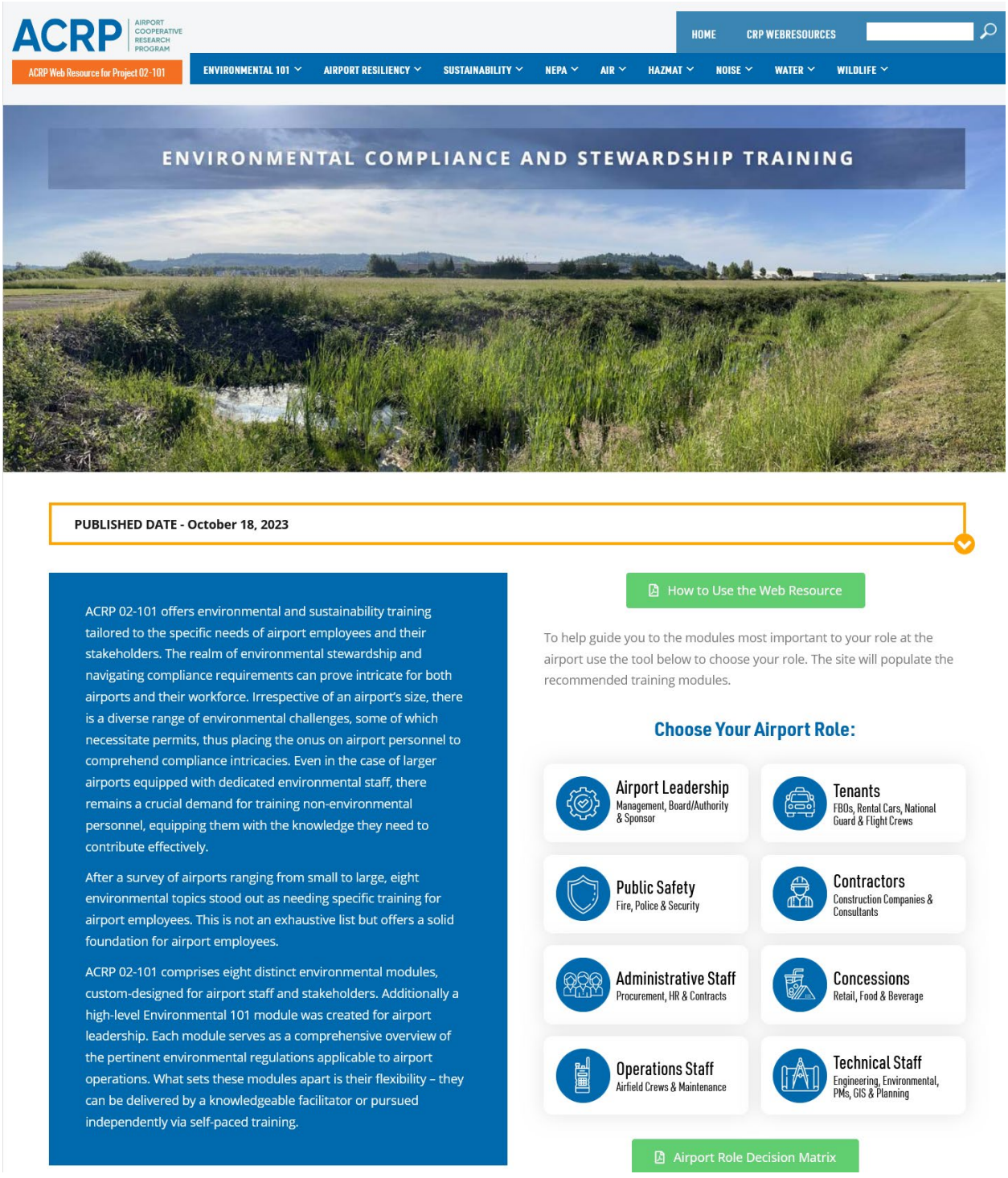


The modules include: Environmental 101, Airport Resiliency, Sustainability, NEPA 101, Air Quality, HazMat, Noise, Water Quality, and Wildlife Habitat Management and Control. The modules are found in

the main menu across the top of the WebResource. Each module includes a dropdown submenu to access that topic's introduction, training course, or resources page.

1.1. WebResource Layout

Figure 1-2. Home Page Screenshot



1.1.1. Home Page

The WebResource Home Page introduces the purpose of the WebResource and guides users to choose their role to determine recommended training. Users can also download the Role Matrix as a PDF to assist with tracking training or sharing with airport stakeholders.

1.1.2. Module Introduction

Each module introduction page provides a quick overview of the topic, as well as links to access the topic-specific training course, resources page, and direct download of the poster. Introduction pages also list airport roles that are recommended to take the training on that topic.

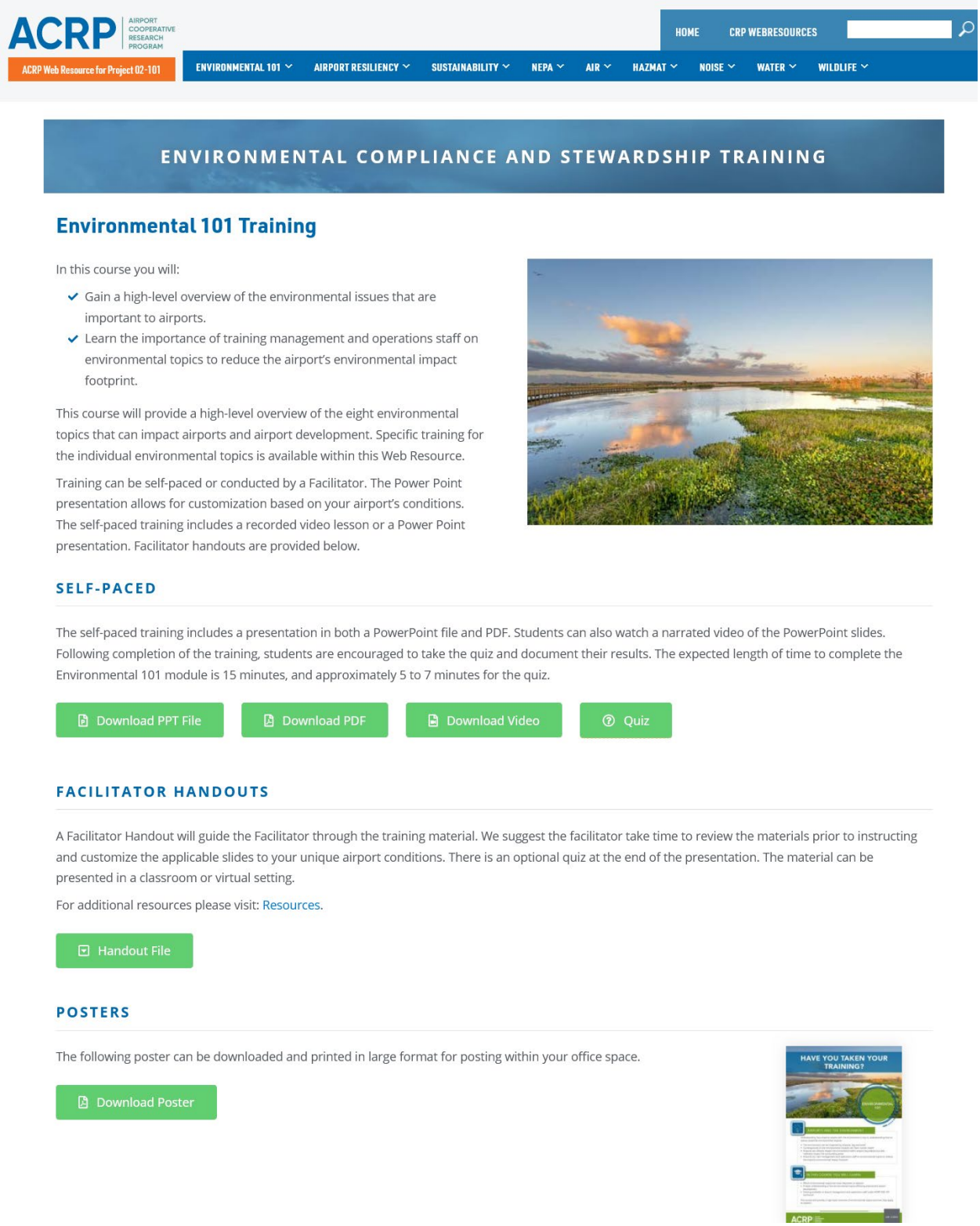
Figure 1-3. Module Introduction Example

1.1.3. Training

Each training course page includes the following key sections:

- Overview of the course – a brief introduction and key objectives of the training.
- Self-Paced – a brief description of how to complete the self-paced training and links to the PowerPoint, PDF version of the Training PowerPoint, a Narrated Recording of the Presentation, and a Quiz.
- Facilitator – a facilitator specific PowerPoint presentation and handouts for students.
- Poster – a downloadable 11 x 17 poster related to the topic to be posted in break rooms and offices.

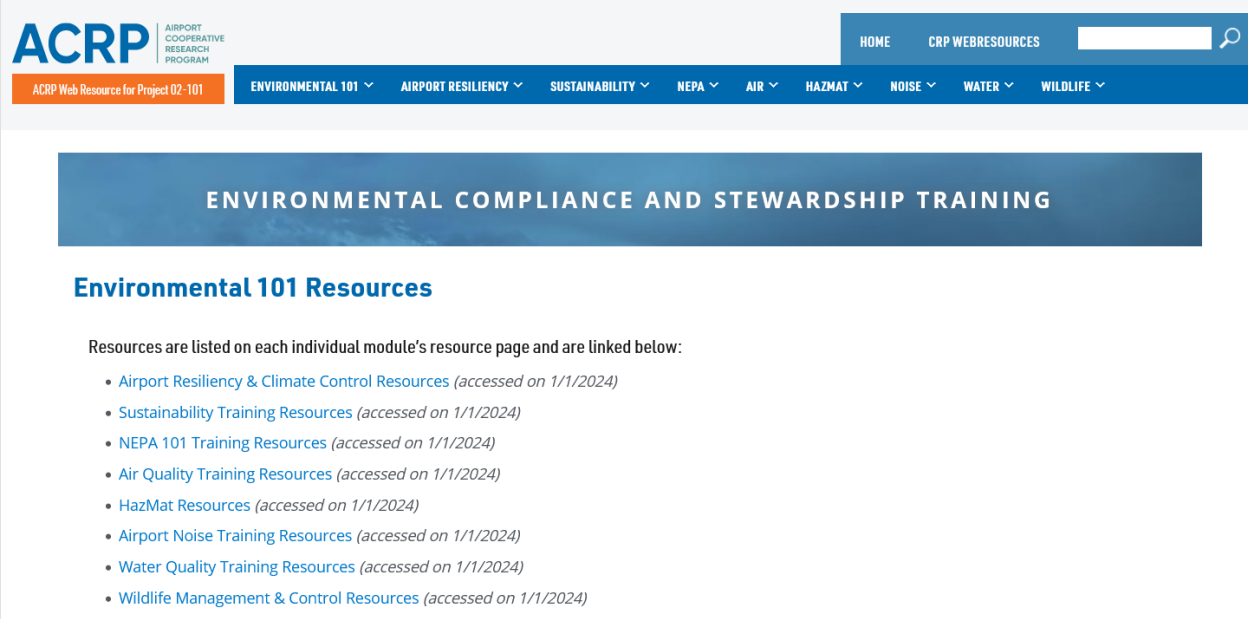
Figure 1-4. Training Course Page Example



1.1.4. Resources

Each module also has a resources page with relevant links to websites, publications, and regulatory information. All links were valid as of publication of the WebResource. If a link does not work, ACRP encourages an internet search of the publication title.

Figure 1-5. Resources Page Example



2. How to Use the WebResource

Users are encouraged to begin by selecting their airport role from *the Choose Your Airport Role* tool on the Home Page. Once the user selects their role they will be guided to a list of all recommended training for that role, including links to all relevant training materials. Users can complete the recommended training for their role as initial training after starting their role at the airport, or as recurring training as depicted in their airport's training policy. If a user wishes to learn more about a topic that is not listed under their role's recommended training, they can access the training for that topic using the menu to select the module at the top of the Home Page.

It is worth noting that the WebResource does not track individual user training. If several trainings are recommended it may be useful to download the Role Matrix PDF document from the Home Page.

Users may choose to conduct self-paced training or training led by a facilitator.

2.1. Self-Paced Training

By utilizing the self-paced training, users can complete recommended training at their own pace and access training materials at any time. Self-paced training materials can be found on the training course page for each topic. Users can download the PowerPoint, PDF version, or Narrated Video of the training, and complete the quiz at the end of each training module. For planning purposes each Training page has an estimated number of minutes to complete the training. An 80% or higher score on the quiz is considered passing. If a user does not receive an 80%+ it is recommended they review the training

module again. The quiz results can be screenshot or printed directly from the WebResource for record keeping.

2.2. Facilitated Training

Airports who opt to facilitate training courses for their airport employees and stakeholders can instead use the facilitator handout files for each training topic along with the PowerPoint slides to create a custom training course for their employees. It is recommended that users who are facilitating a training course review the training material prior to instructing and customize the training to fit the conditions of their airport. Slides in each training module can easily be modified for your airport. Instructor-led training can take place in person or virtually. Facilitator handout files are available for download along with all training materials on each training course page. Following completion of training Facilitators may want employees and stakeholders to complete the quiz from the WebResource page.

2.3. Resources

Each training topic includes a resources page, which can be accessed by using the dropdown menu for that topic on the Home Page. Resources include links to items such as current regulations, relevant publications, guidance, and ACRP reports. The resources page for each training topic is also linked under the facilitator handouts section of that topic's training course page. Resources can be used to supplement both self-paced and instructor led training courses by providing further history, information, and context to training topics.

2.4. Posters

Posters can be printed and hung in shared spaces such as breakrooms, offices, and hallways or digitally shared through employee newsletters and email. Posters include information explaining why each environmental training topic is important, provide an overview of the course, and have a QR code to directly access the WebResource. Posters can also serve as a reminder for employees to take the training. Links to download posters are found on each introduction and training course page. All posters are designed to print in an 11 x 17 or Legal format.