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Environmental Services Schedule GSA Contract: GS-10F-0218L

GSA Contract Holder

Contract Period: March 28, 2003 – March 30, 2011

Minimum Order: \$100.00

EnviroTech Corp. is committed to excellence in environmental protection, environmental related services, waste minimization strategies and products, and consulting services. We employ only experienced professionals of the highest caliber, background, and achievement.

EnviroTech is a full service environmental company. We currently provide environmental consulting to some of the largest companies in America including all branches of the military and many city municipalities. Our experienced personnel have developed unique environmental protection/compliance strategies that have become the standard in the industry. Our engineering staff has several patents pending for proven technology in waste minimization, recycling, soil and water treatment. We currently have on staff Environmental Engineers and Project Managers with vast experience specific to all Federal, Military, and State environmental programs. EnviroTech also has the capability to provide environmental experts for military deployments overseas and have personnel that have worked in Africa, Central Asia and the Middle East.

If you have any questions on the environmental support we can provide please contact the EnviroTech Contractor Administrator

For references on Past Performance, contact the contract administrator.

About Us

Business Size: Small Business

EnviroTech is a “Full Service” Environmental Company

We have knowledge and Experience with Federal, State, International and Foreign Nation Laws, Policies, Executive Orders and Regulations.

EnviroTech Corp. has provided environmental consulting, services, and support for government agencies and civilian companies for the past 10 years. We have provided personnel and technical support for all areas in the environmental fields including the management of environmental programs to ensure compliance with the Federal, State, Foreign, International and Military laws, policies, treaties and regulations. Areas of expertise include but are not limited to the following:

◆ National Environmental Policy Act (NEPA)	◆ Clean Water Act (CWA)
◆ Fish & Wildlife Coordination Act	◆ Clean Air Act (CAA)
◆ National Historic Preservation Act (NHPA)	◆ Endangered Species Act (ESA)
◆ Archeological & Historic Preservation Act (AHPA)	◆ Pollution Prevention Act (PPA)
◆ Resource Conservation and Recovery Act (RCRA)	◆ Safe Drinking Water Act (SDWA)
◆ Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA)	◆ Final Governing Standards (FGS)
◆ DoD Overseas Environmental Baseline Guidance Document (OEBGD)	◆ Basel Agreement
◆ CFRs 29 & 40	◆ Local Environmental Ordinances

EnviroTech personnel have provided technical support to both commercial and military organizations in the storage, handling, transportation and disposal of hazardous materials and hazardous wastes. EnviroTech Corp. has provided training in Hazardous Communications (HAZCOM) program to ensure personnel knowledge in use of Material Safety Data Sheets (MSDS) in compliance with OSHA safety standards as well as packaging, labeling and manifesting procedures pursuant to applicable federal, state, local, or host nation regulations. Audits of storage procedures are employed to ensure that compatible and non-compatible items are stored properly and that spill response plans and equipment are available and the personnel know how to use it.

Hazardous Wastes

Our personnel have provided support to commercial and military organizations in the collection, handling, packaging, recycling and disposal of hazardous materials for the last seven years. We have supported the State and Federal RCRA goals by maximizing recovery of waste products, including recycling used oil and petroleum products, batteries, fluorescent lights, and product substitution. EnviroTech specializes in waste minimization.

EnviroTech has provided technical assistance on sampling and identifying hazardous waste generated by our customers. We then provide packaging and removal services for the customers and ensure that waste is properly disposed of in accordance with Federal and State regulations. EnviroTech provides assistance from the point of generation to disposal including waste profiling, manifesting requirements, and reporting requirements based on generator status and state or host nation regulations.

EnviroTech provides consulting services to our customers to help them reduce the amount of waste generated by either changing their process (engineering controls), product substitution, or recycling.

EnviroTech has coordinated and supervised environmental training for military personnel overseas and other contractors supporting them to ensure that the personnel are trained in accordance with 49 CFR 1910.20 (HAZWOPER) on how to handle, package, store, respond to spills, and ship hazardous waste for disposal.

Medical Waste

EnviroTech has provided consulting services to the military in the Middle East including auditing their medical waste storage procedures and identifying procedural changes to ensure compliance with DoD regulations and host nation requirements. Our consulting services have helped them to properly store and handle infectious and pathological wastes while reducing the risk of dissemination of microorganisms to military personnel.

Solid Waste

EnviroTech has supported our customers in reducing their solid waste by recycling cardboard, plastics, scrap metals, wood and paper products used in their daily operations. We monitor the organizations' management of solid wastes, including the stages of segregation, storage, transportation, and re-sale to ensure that they comply with appropriate Federal, State, and DA regulations in a manner that permits maximum opportunity for resource recovery without jeopardizing natural resources or health and the environment.

Spill Control

EnviroTech has developed installation Spill Prevention Control and Countermeasures Plans (SPCC), Standard Operating Procedures (SOPs), and training for military exercises and installations to ensure the prevention of accidental discharges of oil, fuels, and hazardous substances to the environment, and to promptly contain and neutralize such spills should they occur.

We have reviewed organizational control measures to ensure compliance with RCRA / CERCLA / SARA / TSCA / CWA requirements and provided corrective recommendations to ensure that the procedures would meet the standards.

Our company personnel have provided technical assistance and project management concerning control, containment, and neutralization as appropriate, including clean up, treatment, test well installation and monitoring or bioremediation of contaminated sites, some of which were Super Fund (NPL) designated areas.

Drinking Water Programs

Few areas of environmental concern are as important as safe drinking water. We have provided water-sampling collection at military exercises and installations to ensure that water being used for military operations is in compliance with the Safe Drinking Water Act Amendments and National Primary Drinking Water Regulation (NPDWR). We employ installation procedures to ensure that the water systems are monitored regularly for microbial, chemical, biological and nuclear contaminants.

Waste Water

EnviroTech has been the lead organization on several wastewater treatment system design projects. We have monitored industrial wastewater at various customer facilities and helped establish systems and methods to treat the water before it was discharged to a POTW or recycled

for further use. We have ensured that our customers meet the requirements of the NPDES, Clean Water Act, and Storm Water Requirements to protect water resources from contamination and preserve the public health. Most recently, EnviroTech employed a new technology for the treatment of a wastewater retention pond located at a large-scale industrial bakery. We employed the use of submerged aeration lines as well as the introduction of hydrocarbon remediating microorganisms. Within three months the system remediated contaminants while controlling BOD, COD, and TKDN. This system prevented the need for five surface aerators thereby saving the company an average of \$35,000.00 annually in electrical costs.

Partial Listing of Services, Products and Equipment Offered

SERVICES	PRODUCTS	EQUIPMENT
Black and Grey Water Treatment	Microbial Additives for waste Water Treatment	Portable Waste Water Treatment Systems
Environmental Assessments	Absorbent Products	Coolant Recycling Systems
Environmental Consulting	Protective Suits	Parts Washers
Environmental Training	Safety Products	Solvent Recycling Systems
Fluorescent Lamp Recycling	Spill Cleanup/Response Products	Water Treatment Systems
Hazardous Waste Disposal	Industrial Products	Drums
NonHaz Waste Solutions	Remediation Products	Over Packs
Remediation Services		Storage Cabinets
Spill Response Services		Spill Containment Systems
Vac-Truck Services		
Absorbent Recycling		
Oil Recycling		

899-1, 899-3, 899-7 and 899-99 Services

SIN 899-1 - Environmental Consulting Services

EnviroTech was contracted by the Army Contracting Agency (ACA) Southern Region Contracting Center – E (SRCC-E) to provide environmental support, management, and technical assistance to Third United States Army. We were tasked to provide environmental monitoring; management, and technical assistance as needed to ensure Third Army's environmental programs in the United States and Middle East, is in compliance with all laws and regulations. The task involved ensuring that military forces complied with appropriate Federal and Host Nation (HN) laws, Department of the Defense (DOD), United States Central Command (USCENTCOM), and Department of the Army (DA) regulations and policies that govern environmental actions overseas. Complex Federal environmental regulations such as the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), Resource Conservation and Recovery Act (RCRA), Clean Water Act (CWA), National Environmental Policy Act (NEPA), Endangered Species Act (ESA) and other natural resource laws that have to be complied with, as required, when military forces are deployed or stationed overseas. These regulations have placed an increasing emphasis on the management and monitoring of sound environmental practices and reduction of environmental contaminants.

The objective was to provide managerial and technical support necessary to establish and maintain an environmental program capable of ensuring unit compliance with all laws, regulation and agreements that affected U.S. forces in the Middle East. Also we were tasked to provide support during exercises, contingencies in the United States, as well as the Middle East.

EnviroTech personnel conducted internal Environmental Performance Surveys (EPAS) of Third Army forces in the Kuwait, Qatar, and Saudi Arabia to identify environmental problems at each installation and to determine if units were following the Overseas Environmental Baseline Guidance Document (OEBGD) and the Final Governing Standards (FGS). The method we used to conduct the internal EPAS was simple; we first reviewed the OEBGD and appropriate FGS and developed a checklist based on the management and operational requirements identified in each chapter of the documents. Reviewed the standards and identified the areas at each installation that would be checked and published a survey time schedule. We coordinated country clearance and schedules with the three installations and provided the final plan to the COR for review. Once it was approved we conducted the Internal EPAS, including providing the Commander with an initial and exit briefing to ensure he/she understood what would be surveyed and the findings from the survey. The results were used to help develop the environmental budget for the out years and ensure that a plan was developed to correct all identified problems. We then provide a follow up inspection to ensure that the corrective actions had been taken and that the commanders were staying involved in the environmental programs. The result of this proactive method of support is that problems are corrected early and are not identified as reoccurring on the EPAS.

To support Third Army exercises and contingencies, our personnel draft and develop environmental annexes for exercises and deploy with the units to provide onsite technical assistance to ensure that the units are successful and meet environmental standards. We review all host nation environmental laws and practices along with U.S. standards and requirements and include them in the environmental annex. We provide daily on site spot checks and provide information and support to correct problems as we find them. We provided technical assistance in establishing an exercise Hazardous Waste Storage Area. Guidance is then provided to the soldiers operating the storage area, on how to layout, store, and mark the

containers. We have had positive results with this method; the soldiers respond well to the daily visits and are eager to learn from someone who wants to help them. We have never had a major spill or accident in the storage area and all drums of hazardous waste have been labeled properly and turned over successfully to DRMS-I for disposal.

We are in the second contract award with the duration of this contract being one year, with 5, 1-year options. The contract started on Sep 2005. Currently we have employees on staff that has been providing these services for the Third Army since 1994.

899-3 - Environmental Training Services

EnviroTech provides environmental training classes to meet all your Federal and State requirements to ensure your personnel are prepared to handle spills or just ensure you maintain an excellent environmental program. We do provide customized course development to fit you organization's needs, procedures and specific location or ideas that are unique to your operation.

Examples include, but are not limited to:

Environmental Training courses offered:

- HAZWOPER OSHA – 40
- HAZWOPER OSHA – 8 Hour Refresher
- Spill Response – Technician Level
- Spill Response – Awareness Level
- DOT HM181
- Environmental Management for Commanders
- OEBGD/FGS Management

EnviroTech Corp. has provided Corporate Environmental Training for many Fortune 500 Companies including Caterpillar and Nordson Corporation. EnviroTech developed a Spill Response training program that was tailored specific to Nordson's operations, with the objectives being to train Nordson personnel who would respond in the event of an emergency spill as well as to comply with OSHA standard 29 CFR 1910.120 (q)(6)(iii). This program trained Nordson personnel to demonstrate competency in the following areas:

- Know how to implement the employers' emergency response plan
- Classification, identification, and verification of known and unknown materials by using field survey instruments and equipment.
- Be able to function within an assigned role in the Incident Command System
- Know how to select and use proper specialized chemical personal protective equipment provided to the hazardous materials technician.
- Understand hazard and risk assessment techniques.
- Be able to perform advanced control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available with the unit.
- Understand and implement decontamination procedure
- Understand termination procedures
- Understand basic chemical toxicological terminology and behavior

899-7 - Geographic Information Systems (GIS) Services

EnviroTech can provide a complete GIS service, advice, or guidance in support of your mission. We do data collection, storage and production of products to support your environmental, installation or operational needs.

Examples include, but are not limited to:

- Mapping and Cartography
- Natural Resource Planning
- Site Selection
- Migration Pattern Analysis
- Pollution Analysis
- Emergency Preparedness Planning
- Data Collection
- Utility Location and Types

EnviroTech Corp has recently added GIS Service Capabilities in response to requests from existing customers. Our Geographical Information Systems (GIS) capabilities includes data collection using the “ike 305” data collections device that provides the Lat-Long location of the object, a picture of the object and we can design and use custom data forms so that we can collect the information you need while at the location and email it back that evening to you for use in your data base. EnviroTech Services include data collection of facilities (structures), existing utilities lines and services and using GIS data systems to assist with zoning decisions and land use. EnviroTech is providing GIS data collection, GIS data management and reproduction of GIS data into specific required map products for construction and management discussion required by the United States Army Central Command (USARCENT) for the camps, bases and facilities that are being used overseas in the Middle East, East Africa and Central Asia

899-99 - Introduction of New Services

EnviroTech can provide any environmental service you need, based on the 899-99 SIN new innovative services or methods can be contracted under this SIN. This gives you the flexibility to tailor the environmental support to fit you individual units needs are requirements

This Special Item Number (SIN) is designed to allow offerors to propose specific new services, delivery methodologies, or technologies that are within the scope of the Environmental Services schedule, but not covered by one of the existing SINS.

Oil Absorbent Recycling

EnviroTech can provide a complete turn-key Oil Absorbent Recycling program. This service eliminates you liability for disposal of oil absorbents and recycles the oil and absorbents so that the items never go to a landfill. Environmentally friendly is the key word for our Oil Absorbent Recycling Program.

This service includes:

Provide, Collect, Clean and Recycle Spill Response and Clean-Up Absorbent Materials. This includes absorbent pads, socks, wipers, sweeps and booms.

EnviroTech Corp. is a leader in the field of oil absorbent recycling. EnviroTech can provide the customer with oil absorbent pads and mats that are used for spill response or general cleaning purposes. When the absorbents are used, EnviroTech will pick-up the used absorbents. Using innovative technologies we are able to recycle the used absorbents and return them to the customer to be re-used. This completely eliminates potentially hazardous waste streams while providing the customer with absorbents that can be re-used. Cost is on a per drum basis, with transportation cost based on distance from our facility. We ship absorbents in plastic drums, which are used to collect the used absorbents. Upon notification we coordinate delivery of drums of absorbents to replace the used absorbent and ship the used absorbent back to our facility for recycling. We use a complete closed loop system that captures all products absorbed for recycling.

This technology is field proven and has been enjoyed by both government and private industry since 1995. By employing our absorbent recycling program, some of our customers have completely eliminated the generation of any hazardous waste. They save money by eliminating disposal costs of the used absorbents and buying new absorbents. Further, it eliminates the liability associated with the disposal of absorbent wastes

GSA Schedule Price List

Labor Category	Government Hourly Rate
Senior Program Manager	\$ 75.31
Program Manager	\$ 77.21
Project Manager	\$ 64.75
Senior Environmental Engineer	\$ 63.62
Civil Engineer	\$ 54.12
Environmental Engineer	\$ 50.28
Environmental Manager	\$ 34.63
Environmental Scientist	\$ 46.17
Environmental Technician	\$ 44.63
Compliance Insp. Manager	\$ 48.74
Compliance Insp. Specialist	\$ 34.38
Senior Instructor	\$ 75.31
Instructor	\$ 77.21
Course Developer	\$ 64.75
Training Administrator	\$ 63.62
Assistant Instructor	\$ 54.12
Senior GIS Manager	\$ 75.31
GIS Program Manager	\$ 77.21
GIS Project Manager	\$ 64.75
GIS Manager	\$ 46.17
GIS Technician	\$ 34.63
Item	Rate / Drum

Absorbent Recycling 55 Gallon Drum	\$ 256.51
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- ❖ Labor Rates are based on a standard US work day of 8 hours with 1 hr lunch and 2 15-minute breaks in accordance with US labor practices.
- ❖ Fully Burdened Hourly GSA Rate, Including .75% IFF: Effective 15 Sep 08
- ❖ Pad size and quantity options for a 55 gallon drum are:

Pad Size:	Pads per bale	Pads per drum
18"x18"	75	150 - (2 Bales)
18"x36"	70	70 - (1 Bale)
2'x3'	50	50 - (1 Bale)
3'x6'	15	15 - (1 Bale)

SCA Matrix and Paragraph:

SCA Matrix: Revision No: 8		
Date of Last revision: 6/15/2010		
SCA Eligible Contract Labor Category	SCA Equivalent Code-Title	WD Number
**Civil Engineer	30040-Civil Engineering Technician	05-2133
**Environmental Technician	30090-Environmental Technician	05-2133
**Senior Instructor	15095-Technical Instructor/Course Developer	05-2133
**Instructor	15090-Technical Instructor	05-2133
**Course Developer	15095-Technical Instructor/Course Developer	05-2133
**Training Administrator	15090-Technical Instructor	05-2133
**Assistant Instructor	15120-Tutor	05-2133

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

Labor Category Descriptions:

Senior Program Manager: Plans, conducts, and supervises environmental programs to ensure all contract task are performed and to the standards established in the Scope of Work. Senior Program Manager supplies guidance and technical advice to all project personnel and other professionals. Senior Program Managers are selected for their unique skills and experience in their field.

Job Title	Education & Experience
Senior Program Manager I:	Master Degree, 15 years experience or equivalent
Senior Program Manager II:	Master Degree, 10 years experience or equivalent
Senior Program Manager III:	Master Degree, 5 years experience or equivalent

Program Manager: Plans, conducts, and supervises environmental programs to ensure all contract task are performed and to the standards established in the Scope of Work. Program Manager supplies guidance and technical advice to all project personnel and other professionals. Program Managers are selected for their unique skills, qualifications and experience in their field.

Job Title	Education & Experience
Program Manager I:	BS, 15 years experience or equivalent
Program Manager II:	BS, 10 years experience or equivalent
Program Manager III:	BS, 5 years experience or equivalent

Project Manager: Plans, conducts, and supervises environmental projects to ensure all contract task are performed and to the standards established in the Scope of Work. Project Manager supplies guidance and technical advice to all project personnel and other professionals. Project Managers are selected for their unique skills, qualifications and experience in their field.

Job Title	Education & Experience
Project Manager I:	BS, 15 years experience or equivalent
Project Manager II:	BS, 10 years experience or equivalent
Project Manager III:	BS, 5 years experience or equivalent

Civil Engineer: Plans, designs and supervises environmental projects to meet the environmental regulatory requirements of the customer. Civil Engineer supplies guidance and technical advice to all project personnel and other professionals in the construction and management of environmental projects. Civil Engineers are selected for their qualifications and experience in their field.

Job Title	Education & Experience
Civil Engineer I:	MS or BS with PE, 15 years experience or equivalent

Civil Engineer II:	MS or BS with PE, 10 years experience or equivalent
Civil Engineer III:	MS or BS with PE, 5 years experience or equivalent

Senior Environmental Engineer: Plans, designs and supervises environmental projects to meet the environmental regulatory requirements of the customer. Senior Environmental Engineer supplies guidance and technical advice to all project personnel and other professionals in the management of environmental programs. Senior Environmental Engineers are selected for their qualifications and experience in their field.

Job Title	Education & Experience
Senior Env Engineer I:	MS or BS, PE, 15 years experience or equivalent
Senior Env Engineer II:	MS or BS, PE, 10 years experience or equivalent
Senior Env Engineer III:	MS or BS, PE, 5 years experience or equivalent

Environmental Engineer: Plans, conducts and supervises environmental projects to meet the environmental regulatory requirements of the customer. Environmental Engineer supplies guidance and technical advice to all project personnel and other professionals in the management of environmental programs. Environmental Engineers are selected for their unique skills, qualifications and experience in their field.

Job Title	Education & Experience
Environmental Engineer I:	MS or BS, 15 years experience or equivalent
Environmental Engineer II:	MS or BS, 10 years experience or equivalent
Environmental Engineer III:	MS or BS, 5 years experience or equivalent

Environmental Manager: Supervises and directs environmental projects to meet the environmental regulatory requirements of the customer. Environmental Manager supplies guidance and technical advice to all project personnel and other professionals in the management of environmental programs. Environmental Managers are selected for their unique skills, qualifications and experience in their field.

Job Title	Education & Experience
Environmental Manager I:	MS or BS, 15 years experience or equivalent
Environmental Manager II:	MS or BS, 10 years experience or equivalent
Environmental Manager III:	MS or BS, 5 years experience or equivalent

Environmental Scientist: Provides specific scientific and technical expertise for environmental projects. Ensures procedures are correct and methods used for sampling and research are current and approved to meet contract requirements. Environmental Scientist supplies scientific and technical advice to project personnel and other professionals in the execution of environmental programs or projects. Environmental Scientists are selected for their unique skills, qualifications and experience in their field.

Job Title	Education & Experience
Environmental Scientist I:	BS, 15 years experience or equivalent
Environmental Scientist II:	BS, 10 years experience or equivalent

Environmental Scientist III:	BS, 5 years experience or equivalent
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Environmental Technician: Provides specific technical expertise for environmental projects. Ensures procedures are correct and methods used for handling hazardous waste or materials are current and approved to meet contract requirements. Environmental Technician supplies technical advice to project personnel and other professionals in the execution of environmental programs or projects. Environmental Technicians are selected for their unique skills, qualifications and experience in their field.

Job Title	Education & Experience
Environmental Technician I:	BS, 15 years experience or equivalent
Environmental Technician II:	BS, 10 years experience or equivalent
Environmental Technician III:	BS, 5 years experience or equivalent

Compliance Insp. Manager: Supervises and directs compliance inspection projects and programs. **Compliance Insp. Manager** supplies guidance and technical advice to project personnel and other professionals in the management of compliance programs. Compliance Insp. Managers are selected for their unique skills, qualifications and experience in their field.

Job Title	Education & Experience
Compliance Insp. Manager I:	MS or BS, 15 years experience or equivalent
Compliance Insp. Manager II:	MS or BS, 10 years experience or equivalent
Compliance Insp. Manager III:	MS or BS, 5 years experience or equivalent

Compliance Insp. Specialist: Provides specific technical expertise for compliance inspection of projects and programs. Compliance Insp. Specialist ensures procedures are correct and methods used for handling hazardous waste or materials are current and approved to meet contract requirements. Compliance Insp. Specialist supplies technical advice to project personnel and other professionals in the execution of compliance programs. Compliance Insp. Specialists are selected for their unique skills, qualifications and experience in their field.

Job Title	Education & Experience
Compliance Insp. Specialist I:	BS, 15 years experience or equivalent
Compliance Insp. Specialist II:	BS, 10 years experience or equivalent
Compliance Insp. Specialist III:	BS, 5 years experience or equivalent

Compliance Insp. Technician: Provides specific technical expertise for compliance inspection of projects and programs. Compliance Insp. Technician ensures procedures are correct and methods used for handling hazardous waste or materials are current and approved to meet contract requirements. Compliance Insp. Technician supplies technical advice to project personnel and other professionals in the execution of compliance programs. Compliance Insp. Technicians are selected for their unique skills, qualifications and experience in their field.

Job Title	Education & Experience
Compliance Insp. Technician I:	BS, 15 years experience or equivalent
Compliance Insp. Technician II:	BS, 10 years experience or equivalent
Compliance Insp. Technician III:	BS, 5 years experience or equivalent

Senior Instructor: Delivers training and education subject matter to students at the expert level. Provides advanced experience and education to the curriculums and delivery. Organizes, prepares and conduct complex training and education programs for personnel

Instructor: Develops and delivers training and education services at the staff level. Prepares lectures, case studies, and other materials. Identifies learning objectives pursuant to instructional systems design theory.

Course Developer: Assesses requirements for new or modified systems. Prepares written specifications, conducts module and integration tests. Duties may include light programming, software/application development, project scheduling, and production control.

Training Administrator: Administers and delivers training and education services at the staff level. Prepares lectures, case studies, and other materials. Identifies learning objectives pursuant to instructional systems design theory.

Assistant Instructor: Assists in all facets of course and material preparation. Equipment and materials setup; materials handling; inventorying; shipping; duplication and binding; and any other assistance required.

Job Title	Education & Experience
Senior Instructor	Bachelor's degree in relevant discipline, or equivalent education and experience. 10 years relevant experience.
Instructor:	Bachelor's degree in relevant discipline, or equivalent education and experience. 5 years relevant experience.
Course Developer	High School Diploma or GED, Bachelor's degree preferred Documented training and work experience equivalent to one year with development software.
Training Administrator	High School Diploma or GED, Bachelor's degree preferred Documented training and work experience equivalent to 5 years relevant experience in related field (i.e., emergency response;

	regulatory compliance; etc)
Assistant Instructor	High School Diploma or GED, Bachelor's degree preferred Documented training and work experience equivalent to one year in related field (i.e., emergency response; regulatory compliance; etc)

Note – The following footnote applies to all labor categories:

In some cases, the following will be considered in place of minimum education and experience: unique education; specialized experience, skills, knowledge, training, or certification; military training and/or experience; quality of experience; national recognition; or exceptional Grade Point Average. Related experience may be substituted for education. An MS may be substituted for two years of experience.

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