

**SWANA Landfill Gas Operations and Management Course Update
RFP Q&A Addendum**

1. Will SWANA provide guidance on what chapters or sections should receive greater emphasis or focus?

Yes, SWANA will provide guidance on areas that require greater emphasis.

2. Should the regulatory discussion prioritize U.S. regulations, Canadian regulations, or both?

Strong emphasis should be on US regulations and LFG best management practices/standard industry operating procedures; this should be the core/basis of the entire course. However, some portion of the LFG regulatory modules should address applicable Canadian regulations, specifically where they differ from US regulatory standards. Note that similarly the regulatory module and other modules (where applicable) may note or summarize differences in regulation between different US state rules.

3. Is the manual expected to generally follow the existing structure and table of contents, or does SWANA anticipate adding new chapters or sections (e.g., will the table of contents essentially be the same as the current version)?

SWANA does not expect that the revised manual needs to follow the existing structure and table of contents. We are open to a manual structure that generally follows the existing structure, or a substantial restructuring of the existing manual (or something in between). With the changes that have occurred in the Solid waste industry during the past 25 years a fresh look (and likely new topics/module sections) are certainly warranted and expected from the selected vendor as part of the effort. The most important consideration is that the LFG course content and the revised manual are aligned so that the manual follows/supports the course content and vice versa.

4. For each deliverable review, will comments from multiple stakeholders be consolidated into a single set of review comments in a Word document?

Yes, SWANA will provide consolidated feedback on deliverables.

5. What level of detail is expected for the instructor notes? Are high level talking points anticipated or more detailed, near scripted guidance will be required to support instructors with varying levels of LFG experience?

Course instructors are expected to be experienced, professional solid waste industry experts in the subject matter (i.e. module) they are presenting/teaching, this has always been the case historically with this course. High level instructor notes, where used, should be more geared towards identifying important topics or technical points for the students. This type of 'note' should be consistent between the course presentation and the manual so as to eventually enable transition/development to a certificate/certification test for this training program at some point in the future.

6. Does SWANA have specific branding, formatting, or accessibility requirements (e.g., ADA compliance) that should be followed for the PowerPoint modules?

Yes, SWANA will provide brand standards as well as a PPT Template.

7. Will SWANA provide to the selected bidder a copy of the most recent revision of the LFG O&M Manual of Practice in its original, editable digital format (e.g., Word, WordPerfect; i.e. not scanned PDF)? Additionally, this would apply to appendices that were created in native formats such as Microsoft Excel.

SWANA will provide the Manual of Practice and all appendices as a native PDF.

8. Will SWANA provide to the selected bidder a digital copy (PDF is fine) of the most recent revision of the Landfill Gas Field and Laboratory Practices and Procedures manual?

SWANA will provide the current version of the manual as a native PDF.

9. Regulatory discussions/references within the current training materials are largely limited to US regulations. However, SWANA also covers Canada and the Caribbean (i.e., the Bahamas, Jamaica, Haiti, the Cayman Islands, the U.S. Virgin Islands, and Trinidad and Tobago). Does SWANA want the regulatory section to be updated to include discussions regarding federal LFG-related regulations in Canada and/or the Caribbean?

As noted in response to question 2, the LFG course material should be heavily based on US regulations and industry practices; More than 95% of course attendees work fully within US markets/regulatory structure and that is where the course content should be focused. as noted in comment 2, some attention to Canadian regulations (and possibly other North American jurisdictions) maybe worth noting where they differ significantly from US requirements but not emphasized in the overall content.

10. Elevated temperature landfills (ETLFs) are a subject of current discussion and concern in the industry, and require extensive and specialized LFG system operator attention. While it is understood that the intent of the training materials does not include such specialized ETLF LFG operations, does SWANA wish the training materials to include detailed discussions and monitoring instructions for detecting whether a subject landfill is trending towards becoming an ETLF?

Since this course is generally an introductory course/focus, the course material should focus on standard or typical Landfill/LFG systems which most students will be dealing with in their role. Increasingly in recent years the course has presented (at a very high level) concepts of 'unique' or exceptional LFG management cases like ETLFs, but with the limitations of course time/scope, deep dive into complex issues like ETLFs is not an objective. SWaNa is open to some material on ETLFs being presented in the course but not at the expense of fully addressing the basics.

11. Will the selected bidder be provided native .ppt format slides of the current training modules?

Yes, SWANA will provide native PPT and PDF files.

12. Besides aligning the new training module .ppt with the revised manual, is there any other feedback SWANA has received from the current program that should be taken in to consideration when updating the training PowerPoint?

The number one comment/criticism SWANA has received from students taking the course is that the manual and course content/presentation format do not align. This is one of the most important objectives of this project, to fully align the manual and course content so one supports the other. Other considerations in developing this revised training program should be 1). Potential for adding a course certificate/certification exam at some future date and 2). Ability

to allow periodic updates to the manual/course content as our industry continues to change/advance in the future

13. The schedule is tight is there a reason for the July deadline?

The July deadline is a previously established goal by SWANA's Board of Director's.

14. How many hours of classroom time is intended for this course to cover?

The course is intended to cover 30 professional development hours.

15. How many power point slides are part of the existing course?

There are a total of 581 slides in the existing PPT.

16. How many pages is the existing manual?

The existing manual is 318 pages.