



ASTSWMO, Providing Pathways to Our  
Nation's Environmental Stewardship Since 1974

## **ASTSWMO Brownfields and Superfund Symposium: A Training Conference for State and Federal Managers August 20 - 22, 2018 Jacksonville, Florida**

### **Symposium Participation and Agenda**

The Association of State and Territorial Solid Waste Management Officials (ASTSWMO) is pleased to sponsor the Brownfields and Superfund Symposium on Monday, August 20 – Wednesday, August 22, 2018 in Jacksonville, Florida.

The two and-a-half day Symposium has been designed as a forum for interaction among State and Territorial (State) Superfund and Brownfields Managers, U.S. Environmental Protection Agency Headquarters and Regional staff, and other invited guests. The primary objective of this Symposium is to emphasize discussion and information-sharing opportunities among speakers and attendees regarding approaches and strategies used by State Brownfield and Superfund programs in remediating and revitalizing the various sites across the country. Due to limitations on hotel meeting space capacity and accommodations availability, priority attendance will be accorded to our members, federal officials and invited guests.

[Click here](#) to view a PDF of the current draft outline agenda. Please continue to check this link for future updates to the agenda.

### **Symposium Registration**

There is no registration fee for the ASTSWMO Symposium. However, all attendees and speakers must register with ASTSWMO by July 30, 2018. ASTSWMO also reserves the right to close registration early if capacity is reached prior to July 30, 2018. There will be no on-site registration for the Symposium.

As you complete the registration form, we ask that you:

- please do not use all uppercase or all lowercase letters in typing your contact information (i.e., – Jane Smith); and
- please use dash marks when entering your phone and fax numbers (i.e., 202-640-1060).

Please [click here](#) for the on-line registration form. A confirmation e-mail will be forwarded to you upon receipt of the completed registration form. If you have any additional questions, please contact Scott Lauher in the ASTSWMO office at 202-640-1064 or [scottl@astswmo.org](mailto:scottl@astswmo.org).

**Please note that confirmation of reimbursement will be sent separately by ASTSWMO staff one week after receiving a registration with a request for funding. Please do not make any travel arrangements before you receive the reimbursement confirmation from ASTSWMO staff.**

If you need assistance with the on-line registration process, please contact T.J. Gannon in the ASTSWMO office at 202-640-1065 or [timothyg@astswmo.org](mailto:timothyg@astswmo.org).

## Sponsorship Opportunities

ASTSWMO is offering sponsorship opportunities at the Brownfields and Superfund Symposium. If you are interested in sponsoring a portion of the symposium such as a refreshment break, please contact Dania Rodriguez, ASTSWMO Executive Director, at [daniar@astswmo.org](mailto:daniar@astswmo.org).

For more details on Sponsorship, please read our [Sponsorship Policy](#).

## Reimbursement Opportunities

ASTSWMO has funding to reimburse 1 State Superfund staff per State. If all reimbursement opportunities are not utilized, States can send additional staff on a first-come/first-served basis. Additional State/Territorial staff are welcome to register and attend using alternate funding sources as long as space is available. ASTSWMO encourages State staff to predetermine which employees will travel with ASTSWMO funding. **In addition, priority for receiving the first-come, first-serve funding will be given to a State or member who has not received funding to attend a recent ASTSWMO meeting over the last two years.** Reimbursement includes, air and ground transportation costs, hotel room expenses up to three nights (August 19-21, 2018) at the government rate, and meals and incidentals at actual costs up to the federal per diem of \$51 for Jacksonville, FL.

ASTSWMO's current travel procedures and reimbursement policies are available on our web site at [http://astswmo.org/files/policies/ASTSWMO\\_Travel\\_Policy.pdf](http://astswmo.org/files/policies/ASTSWMO_Travel_Policy.pdf). Please review these policies, as they have changed recently and may also be different from others you are used to using. For example, ASTSWMO does not pay for rental cars or phone/internet charges.

If you are requesting travel reimbursement to the Symposium, it is essential that you indicate this request on the Registration Form, since **your reimbursement request must be approved by ASTSWMO prior to travel**. If we subsequently receive a reimbursement claim from an individual whose reimbursement has not received prior Association approval, we will be forced to return it without action, as all available funds will have been allocated for this meeting. If your State travel approval process requires any special documentation stating that ASTSWMO will be able to provide you with travel reimbursement, please advise Scott Lauher at 202-640-1064 or [scottl@astswmo.org](mailto:scottl@astswmo.org).

The official dates of travel for the Symposium are arrival on Sunday, August 19, 2018 and departure on Wednesday, August 22, 2018. If you plan to travel earlier than August 19<sup>th</sup> or return home later than August 22<sup>nd</sup>, you must submit your completed Special Travel Forms to Kerry Callahan, via e-mail at [kerryrc@astswmo.org](mailto:kerryrc@astswmo.org) or by fax at 202-331-3254 **prior to finalizing** your travel plans. ASTSWMO does not approve any special travel after the travel has been completed. The Special Travel Policy and Forms are located on the ASTSWMO website at [http://astswmo.org/files/policies/Special\\_Travel\\_Forms.pdf](http://astswmo.org/files/policies/Special_Travel_Forms.pdf).

ASTSWMO strongly suggests that attendees make their hotel reservations **in advance** of receiving out-of-state travel approval and/or funding confirmation from ASTSWMO to ensure room availability at the contracted rate. If necessary, you can cancel your hotel reservations up to 48 hours prior to check-in without penalty. **Additional night stay-overs must be pre-approved** by ASTSWMO prior to travel. **ASTSWMO does not reimburse travelers for hotel or meal expenses associated with additional stay-over days before or after the meeting.** If you plan to travel earlier than August 19 or return home later than August 22, you must submit a completed Special Travel Request form and the supporting documentation to Kerry Callahan in the ASTSWMO office (fax: 202-331-3254 or email to [kerryrc@astswmo.org](mailto:kerryrc@astswmo.org)) prior to finalizing your travel plans.

**If the meeting attendee travels outside of the approved travel dates and does not receive approval prior to their travel, then ASTSWMO reserves the right not to reimburse the traveler for their airfare or mileage. Also, if being reimbursed by ASTSWMO, you must purchase your airfare two weeks prior to the meeting in order to secure a fair and reasonable airfare.**

If you are seeking funding from the Association, the reimbursement claim form specifically coded for the meeting will be sent to you within one week of the Symposium. If you are being reimbursed, please submit your reimbursement claim as soon as you return from the Symposium **electronically to [barbarah@astswmo.org](mailto:barbarah@astswmo.org) and copy Scott Lauher, at [scottl@astswmo.org](mailto:scottl@astswmo.org)**. It is ASTSWMO's policy that all reimbursement claims must be received by ASTSWMO within 30days of travel. Therefore, reimbursement claims for the Symposium must be received by **September 24, 2018**, or ASTSWMO will be unable to reimburse your costs. ASTSWMO is only accepting reimbursement claims by e-mail; please do not mail your claim.

If you have any questions about ASTSWMO reimbursement, please contact Scott Lauher at 202-640-1064 or [scottl@astswmo.org](mailto:scottl@astswmo.org).

## Hotel Accommodations and Rates

The 2018 ASTSWMO Brownfields and Superfund Symposium will be held at the Omni Jacksonville Hotel. A block of sleeping rooms has been reserved at the government rate of \$93.00 single or double occupancy/night plus State and local taxes (currently 7%). **Room reservations will be accepted through July 30, 2018;** reservations made after that date will be subject to a determination by the hotel of space and rate availability.

Please use the following options to make your hotel reservations:

- By Phone: Call 1-800-843-6664 and refer to the "ASTSWMO CaBS Joint Symposium"
- By Internet: [ASTSWMO Cabs Joint Symposium](#)

All reservations must be accompanied by a first night room deposit or guaranteed with a major credit card; the hotel will not hold any reservations unless secured by one of these methods. Guests have 24 hours prior to their scheduled arrival date to cancel their reservations without penalty. Check-in time is 3:00 PM and check-

out time is 12:00 PM. Any early arrivals or late departures are based on a first come, first serve basis. Guests can request, when they make their reservations, to have an early check-in or late departure and then the front desk can approve them when the time comes.

We strongly encourage State and Territorial participants to make your reservations by **July 30, 2018**, even if your State travel approval is not in place at that time, so you will have a room at the government rate within the ASTSWMO room block. You can cancel your reservations later if need be. We cannot guarantee the government rate will be available once the room block has expired.

The hotel is in downtown Jacksonville, and below is the hotel contact information:

Omni Jacksonville Hotel  
245 Water Street  
Jacksonville, Florida 32202 USA  
Phone: (904) 355-6664  
Reservations: 1-800-843-6664

## Air and Ground Transportation

The closest airport is the Jacksonville International Airport; it is located approximately 15-miles from the Omni Jacksonville Hotel.

<http://www.flyjacksonville.com/Home.aspx>

The airport is serviced by Super Shuttle, UBER, LYFT, and other group transportation modes. If possible, please share transportation with fellow attendees. ASTSWMO does not reimburse for rental cars.

### Super Shuttle to/from Airport

Super Shuttle runs from the Jacksonville International Airport and is available for booking. We recommend this option if you are traveling in a group or are meeting people at the airport. Please coordinate with your fellow ASTSWMO attendees.

### Taxis

For comparative purposes, the minimum taxicab fares are about \$36 from the Jacksonville International Airport to the hotel.

## Travel By Car

Members seeking reimbursement who wish to drive to the Symposium may do so without ASTSWMO pre-approval provided that the total roundtrip mileage is less than or equal to 500 miles and the total cost of driving does not exceed the cost of regular roundtrip airfare. If more than 500 miles, then members must obtain prior approval from ASTSWMO by completing the Special Travel Request form and Work Sheet B prior to travel as well as the supporting documentation (download the forms from the [Special Travel and Reimbursement page](#) on ASTSWMO's website or call the ASTSWMO office to obtain these forms). Costs are calculated at the current federal mileage rate of \$0.545 per mile, plus tolls. Please submit a completed Special Travel Request Form and the supporting documentation to Kerry Callahan in the ASTWMO office (email to [kerryc@astswmo.org](mailto:kerryc@astswmo.org) or fax to: 202-331-3254 ) prior to finalizing your travel plans. **Please Note:** ASTSWMO does not reimburse for on-road

hotel and meal costs. If you travel by car, ASTSWMO will reimburse for the onsite hotel self-parking fee. If self-park is not available, ASTSWMO will reimburse the full cost of valet parking. **A receipt is required when the total cost of the parking is \$75 or more, regardless of the daily rate.**

## Green Meeting

ASTSWMO is committed to minimizing the environmental impact of this meeting through decreasing the amount of solid waste produced by the event and disposing of solid and liquid wastes generated at the event in an environmentally responsible manner. As such, ASTSWMO has evaluated how best to distribute information on the meeting prior to and following the event. Any presentations received prior to the meeting will be posted online along with the final agenda and attendee directory.

## ASTSWMO Gives Back

Since April 2015, ASTSWMO has been supporting local community development projects and organizations in the cities in which we hold our meetings. Since ASTSWMO began accepting donations, we have raised more than \$8,000 for various charities.

The chosen charity for the 2018 ASTSWMO Brownfields and Superfund Symposium is the Clara White Mission. For more than a century, the Clara White Mission has helped Jacksonville's at-risk individuals gain new perspectives on life. The Mission has been a one-stop community center stimulating economic development through job training in educational programs, daily feedings, advancement, and more. Check out their website [here](#) to learn more.

## Special Requests

If you will require any special accommodations for disabilities, special assistance or other services, please request them when making your hotel reservations as well as on the symposium registration form. Also contact Scott Lauher in the ASTSWMO office at 202-640-1064 or [scottl@astswmo.org](mailto:scottl@astswmo.org) to inform him of your specific accommodation/service requirements, or if you have any special dietary restrictions/needs.

## Questions?

Questions about any aspect of the Symposium can be directed to Scott Lauher in the ASTSWMO office at 202-640-1064 or [scottl@astswmo.org](mailto:scottl@astswmo.org).

## DEADLINES TO REMEMBER

**Make Your Hotel Reservations by: July 30, 2018**  
**Register with ASTSWMO by: July 30, 2018**