



# Environmental Laboratory Traineeship Program

## PROGRAM PURPOSE AND DESCRIPTION

The Environmental Laboratory (EL) Traineeship Program is designed to help laboratorians attend conferences, workshops, symposia, or courses that will benefit the professional development of the individual laboratorian or the respective laboratory. The program provides government environmental laboratories the opportunity to initiate or enhance their capabilities through specialized training to address gaps for current laboratory staff.

## ELIGIBILITY AND APPLICATION INFORMATION

This program is open to all government (state or local) environmental laboratories; **a laboratory is only eligible to receive funds for one EL Traineeship per year** (a “trainee”). For consideration, all applicants must be current full-time employees of a government environmental laboratory and must receive a nomination from their laboratory director. Applicants must demonstrate their need and show they would otherwise be unable to attend the meeting without APHL assistance. Applicants must also demonstrate how attendance will benefit their professional development or benefit the collective program activities of the applicant’s laboratory. At the conclusion of the funded activity, the trainee must submit a written summary of the traineeship to APHL (the summary could be an article submitted to a peer-reviewed journal, an article for the APHL publications *Bridges* or *Lab Matters*, or another appropriate format). Applications are accepted on a rolling basis and awards are subject to APHL’s discretion and availability of funds.

The EL trainee will be reimbursed for all allowable expenses related to the training. This includes travel and living expenses associated with the time spent at the training facility, such as airfare, lodging, meal per diem, and local transportation. As the trainee will continue to be a full-time staff member at their current laboratory, they will not receive a stipend or salary from APHL during the training assignment.

### **Trainings must focus on one or more of the following areas:**

#### Chemical and Radiological Threat Analyses

- Development or application of analytical methods for measuring chemicals, heavy metals, or radionuclides in environmental samples.

#### Water Threat Analyses

- Development or application of analytical methods for measuring contamination of drinking water, waste water, ground water, or surface water.

#### Green Chemistry

- Development of innovative, appropriate and sustainable environmental analytical methods suitable for use by local and state environmental programs, in field settings, and monitoring applications.

#### Data Interoperability

- Development of computer systems for tracking samples, preparation of reports, and data transmission specific to environmental analytes (i.e. informatics).

Applicants may submit requests to attend or present research at a conference or meeting specific to any of the abovementioned topics as part of this traineeship as long as it directly translates to how the experience will benefit the laboratory and fill current gaps.

### **Application**

Interested candidates must submit an application form (see below) signed by their laboratory director and include the following information:

- 1) Attach Scope of Work (SOW) not to exceed one page describing the specific training or conference proposed under this program. Include the following information in the SOW:
  - i. Demonstrate the need for the requested training by detailing how the traineeship will benefit the laboratory and fill current gaps. If the proposed traineeship is a conference or meeting, the SOW should include information about specific sessions that will benefit the laboratory.
  - ii. Demonstrate how attendance will benefit the applicant's professional development or benefit the collective program activities of the applicant's laboratory.
  - iii. Discuss the applicant's current work in the laboratory and why they are qualified to receive the training.
  - iv. Verify that appropriate instrumentation, facilities or dedicated staff are available in order to implement the new testing capabilities in the laboratory.
  - v. Demonstrate that applicant's capability through their involvement in one or more of the following areas: chemical or radiological threats, water threats, informatics, or green chemistry.
- 2) Attach a description of the staff member you are nominating for this training, such as a resume, curriculum vitae or bio.
- 3) If not clear from item #2, describe the staff member's current role in your environmental laboratory program (one paragraph or less).
- 4) Include a timeline (**trainings must be completed within one year of the award**) and an estimated budget. The budget should include registration fees, approximate cost of airfare and lodging/accommodations, and meal per diem rates for the destination where the traineeship takes place using the Federal Government rate (see <http://www.gsa.gov/portal/category/21287> for city-specific rates).
- 5) Applications may be submitted electronically; however, original signature pages must be mailed to the contact information below.

**Note: Incomplete applications, including failure to submit any of the items from the above list, will not be considered for receipt of traineeship funds.**

It is understood that this laboratory will receive no direct financial compensation for participation in this program. The trainee agrees to submit a brief report of the training to APHL.

## **How to Apply**

Submit application materials to:

**Environmental Laboratory Traineeship Program**

**Attention: Sarah Wright**

**Association of Public Health Laboratories**

**8515 Georgia Ave, Suite 700**

**Silver Spring, MD 20910.**

**Telephone: 240-485-2730 Fax: 240-485-2700**

**Email: [sarah.wright@aphl.org](mailto:sarah.wright@aphl.org)**



# TRAINEESHIP APPLICATION



## ENVIRONMENTAL LABORATORY TRAINEESHIP PROGRAM

Laboratory Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Laboratory Director: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name and Title of Proposed Trainee: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

- 1) Attach Scope of Work (SOW) not to exceed one page describing the specific training or conference proposed under this program. Include the following information in the SOW:
  - i. Demonstrate the need for the requested training by detailing how the traineeship will benefit the laboratory and fill current gaps. If the proposed traineeship is a conference or meeting, the SOW should include information about specific sessions that will benefit the laboratory.
  - ii. Demonstrate how attendance will benefit the applicant's professional development or benefit the collective program activities of the applicant's laboratory.
  - iii. Discuss the applicant's current work in the laboratory and why they are qualified to receive the training.
  - iv. Verify that appropriate instrumentation, facilities or dedicated staff are available in order to implement the new testing capabilities in the laboratory.
  - v. Demonstrate that applicant's capability through their involvement in one or more of the following areas: chemical or radiological threats, water threats, informatics, or green chemistry.
- 2) Attach a description of the staff member you are nominating for this training, including a resume, curriculum vitae or bio.
- 3) If not covered in #2, describe the staff member's current role in your environmental laboratory program (one paragraph or less).
- 4) Include a timeline (**trainings must be completed within one year of the award**) and an estimated budget. The budget should include registration fees, approximate cost of airfare and lodging/accommodations, and meal per diem rates for the destination where the traineeship takes place using the Federal Government rate (see <http://www.gsa.gov/portal/category/21287> for city-specific rates).

- 5) Applications may be submitted electronically; however, original signature pages must be mailed to the contact information below.

**Note: Incomplete applications, including those missing *any* items from the above-list will be not be considered.**

It is understood **that this laboratory will receive no direct financial compensation for participation in this program.** The trainee agrees to submit a written summary of their experiences at the training to APHL.

Signature of Trainee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Laboratory Director: \_\_\_\_\_ Date: \_\_\_\_\_

*The original signature page must be mailed to APHL to complete the application.*

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