

ENVIRONMENTAL DUE DILIGENCE – Online Course



The **Environmental Due Diligence 101** training course is intended to offer the must know information prior to conducting any type of environmental due diligence (Phase I ESAs, Database Reviews, Desktop Reviews). The course spans **27 modules** covering a variety of topics as can be seen below. Approximately 30 hours of content is all provided in an **online**, facilitated forum over **6 weeks**. Participants will complete 4-5 modules per week. Although it does not require fixed “scheduled class time” participation, attendees should expect to spend between **60 minutes per module** reviewing material, listening to narrated presentations, participating in forum discussions and taking short quizzes. **To achieve a Certificate of Completion, users must get 275 of a possible 340 points** from answering quiz questions and participating in group activities and forums.

Environmental Due Diligence – Course Syllabus

Course Module*	Major Topics
1 History of Due Diligence	A look at the federal and state regulations that started it all.
2 Drivers, Tools and Users	Putting together the reasons, the options and users when conducting EDD.
3 CRE101	Commercial real estate terms, players and fundamental concepts.
4 Standards	How standards are developed and the standards that 'rule' EDD today.
5 Communication	What to say, what not to say, and how to say it.
6 File Review	The must know information for performing file reviews including FOIA.
7 Municipal Offices	Where to go, what you'll find and what to expect in municipal offices.
8 Site Visit	How to prepare and conduct the site visit and things to look for.
9 Interviews	The importance and challenges with conducting a good interview.
10 User Responsibilities	Just who is the "user" and what is required of them.
11 Historical Review	An in-depth look at the sources, the interpretation and the summary.
12 Geology/Groundwater	Core concepts of geology and groundwater for REC determination
13 Common Contaminants	The basic types of contaminants found on property and the risks of each.
14 Database Report	Sources, geocoding, database details and search radii.
15 ASTM Non-Scope Items	Overview of the items known as "non-scope".
16 Data Quality and Data Gaps	Issues pertaining to data gaps and their significance
17 RECs	The ins-and-outs of REC determination as per the ASTM standard.
18 Findings, Opinions & Conc.	Discover a finding, make an opinion and come to a conclusion.
19 Recommendations	Implications, meeting objectives, and risks of recommendations.
20 Mitigating Risk	Ways to reduce the level of exposure to risk associated with property.
21 Professional Liability	Protecting firms from Practice, Contractual and Communication liabilities.
22 Ethics	Fundamental concepts of personal and transactional ethics.
23 Writing the Report	Passive voice, Acronyms, Numbers, Jargon, "Do-nothing" verbiage and more.
24 International Due Diligence	Key aspects of performing due diligence abroad.
25 Technology	PDFs, Google, Scanning, Digital Cameras, and more.
26 Managing the Process	Bringing all the information together in a top-to-bottom review.
27 FINAL EXAM	40 Questions