HOW TO HOST
A UNH T² Center Workshop

**Host receives 3 free seats to the workshop.**

These are the criteria needed to host (some may have special requirements depending on the workshop topic):

- A space that can seat at least 20 people preferably at a table
- Parking for attendees
- Restrooms to accommodate the number of attendees
- Helpful but not necessary:
  - AV equipment/projector screen/projector
  - A restaurant/caterer/food source close enough to provide breakfast and/or lunch

Flagger Certification (max # of attendees/day = 25):
- area large enough to set up and perform skills test (if it’s outside and is an active traffic flow area-parking lot, etc. then a work zone would need to be established to administer skills test).

Lines, Levels, Layouts (max # of attendees/day = 18):
- Unpaved area roughly 200’ long (to set up transits, drive stakes, lay out a square building, shoot grades. (If area is flat, then sand bags and a piece of pipe is needed)

Trench Safety (max # of attendees/day = 25):
- Outside area large enough to dig a trench to fit a trench box
- Excavator (if trench box is steel)
- Lifting chain and tagline

Installation & Maintenance of Culverts (if there is a hands on portion, max # of attendees/day = 15):
- Approval from your select board
- Need OK from your town’s insurance company

Heavy equipment workshops: *If host is offering heavy equipment usage, that piece of equipment will be required for all Hands On workshop days.

*DigSafe must be checked for ALL training that requires digging*

Backhoe (max # of attendees/day for hands on portion = 4):
- A 10-12’ long area to be able to dig short trenches (they will be filled back in afterwards)
- A space to set up a skills exercise

Excavator Hands On Only (max # of attendees/day = 4):
- 10-12’ space to dig numerous short trenches,
- Space to dig holding ponds (4-5’ in diameter, 2-3’ deep)
- Space to build a mound large enough to put the excavator on

Basic Grader (max # of attendees/day for hands on portion = 4):
- Large gravel pit or a roughly .5mile stretch of road
- An area roughly 200’ long for skills portion
Grader II Hands On Only (max # of attendees/day = 4):
- Gravel road(s) longer than .5 miles with challenging terrain
- An area roughly 200’ long for skills portion

Snow Plowing for New Operators:
- Plow truck w/ auto transmission (to accommodate CDL restrictions)
- Cones, barrels (an area to set up skills similar to the plow rally course)
- Wing

For further questions regarding workshop requirements, please contact the UNH T^2 Center at 603-862-2826 or email us at t2.center@unh.edu.