

Form T - Employee Training Program Instructions

SUBMIT COMPLETED FORMS ONLY WITH YOUR BUSINESS PLAN. DO NOT SUBMIT INSTRUCTIONS OR SAMPLES.

A. All of these elements must be reflected in your training plan. If you have an established training program, please summarize the following points on Form T.

A-1. The training program for your employees must show how the specific positions and responsibilities of the employee(s) will relate to the type and degree of hazards, present or anticipated, as encountered by your business in its use, storage, or generation of hazardous materials or hazardous waste.

A-2. At a minimum the training program must include the following information:

1. Safe handling of hazardous materials or waste including the physical hazard and health hazard associated with each hazardous material used, proper handling procedures, precautions, and personal protective equipment which must be worn or used. This can be achieved by introducing and explaining the Material Safety Data Sheets (MSDS).
2. Use of emergency response equipment and supplies under your company's control for spills, fire, disposal, and first aid.
3. The particulars of your company's Emergency/Contingency Response Plan and its procedures.

At a minimum the training program must also be designed to ensure that your employees are trained to handle the various aspects of hazardous materials/wastes at your company's site. This means that employees handling hazardous materials/wastes and emergency response team members are able to coordinate and thereby respond effectively to emergencies. Your training program must assure that staff is familiar with emergency procedures, emergency equipment, and emergency systems. This includes where applicable:

1. Procedures for using, inspecting, repairing, and replacing emergency and/or monitoring equipment;
2. Communications and/or alarm systems;
3. Response to fires or explosions;
4. Response to groundwater contamination incidents;
5. Shutdown of operations.

A-3. Employees must be trained initially, upon hiring or job assignment, and receive refresher courses annually thereafter. Employees requiring specialized training must receive such training within six months of their employment, assignment, or reassignment to hazardous waste handling or storage at the facility. Employees dealing with hazardous waste shall not work unsupervised until trained.

A-4. The access to and transfer of information process is to assure timely transfer of information to employees must be included in your training.

B. List the personnel in charge of conducting general training and specific training. Provide the names and titles of the trainers or instructors. Summarize the experience and training that qualifies such persons to perform specific training.

C. Records must be kept that document the training, its duration, its completion date, the names and titles of the employees receiving the training, and the name of the trainer. Records shall be maintained until closure of the business site or facility and shall be retained for former employees for at least three years from the last date of employment at the site or facility.

Please Note: Agricultural facilities - The Pesticide Safety Training Record may be substituted for Form T providing that all hazardous materials are listed, and the training includes the information listed under Section A-2 above.