**Facility Name:** Click here to enter text.

**EPA ID:** Click here to enter text.

**Agency Interest ID:** Click here to enter text.

**Instructions:** In order to help expedite the review process, please submit the following with the permit application:

Part H – Personnel Training Checklist. Columns “Submitted” and “Location in Application” must be completed by the applicant. Failure to do so may result in an Administrative Notice of Deficiency by the Division. The “Technically Adequate” Column is for use by KDWM staff.

*\*Notes: Y for Yes. N for No. NA for Not Applicable.*

| ***Section and Requirement*** | ***Regulation******(Federal or State)*** | ***Submitted****(Y/N/NA)\** | ***Location in Application*** | ***Technically Adequate****(Y/N)\** | ***Comments*** |
| --- | --- | --- | --- | --- | --- |
| **H.1** | **Outline of Training Program**Provide an outline of the training program that includes the following information: | 270.14(b)(12); 264.16 |  |  |  | *Applicant must prepare an outline of both the introductory and continuing training programs to prepare persons to operate or maintain the Hazardous Waste Management facility in a safe manner.* |
|  | 1. Describe how the training program will ensure that trained facility personnel will perform their duties responsibly.
 | 264.16(a)(1) | Click here to enter text. | Click here to enter text. |  | *Training program can be either classroom instruction or on-the-job training.*  |
|  | 1. Demonstrate that the applicant will maintain the documents and records of the job title for each position at the facility related to hazardous waste management, and the name of the employee filling each job.
 | 264.16(d)(1) | Click here to enter text. | Click here to enter text. |  | Click here to enter text. |
|  | 1. A written job description for each position listed under *Checklist H.1.ii* above.
 | 264.16(d)(2) | Click here to enter text. | Click here to enter text. |  | Click here to enter text. |
|  | 1. Demonstrate that facility personnel will take part in an annual review of the training.
 | 264.16(c) | Click here to enter text. | Click here to enter text. |  | Click here to enter text. |
|  | 1. A written description of the type and amount of both introductory and continuing training that will be given to each person filling a position listed under *Checklist H.1.ii* above.
 | 264.16(d)(3) | Click here to enter text. | Click here to enter text. |  | Click here to enter text. |
|  | 1. Demonstrate that the training program will be directed by a person trained in hazardous waste management procedures.
 | 264.16(a)(2) | Click here to enter text. | Click here to enter text. |  | Click here to enter text. |
|  | 1. Demonstrate that the training program includes instruction which teaches facility personnel hazardous waste management procedures (including contingency plan implementation) relevant to the positions in which they are employed.
 | 264.16(a)(2) | Click here to enter text. | Click here to enter text. |  | Click here to enter text. |
|  | 1. At a minimum, demonstrate that the training program is designed to ensure that facility personnel are able to respond effectively to emergencies by familiarizing them with emergency procedures, emergency equipment, and emergency systems, including, where applicable:
* Procedures for using, inspecting, repairing, and replacing facility emergency and monitoring equipment;
* Key parameters for automatic waste feed cut-off systems;
* Communications or alarm systems;
* Response to fires or explosions;
* Response to ground-water contamination incidents; and
* Shutdown of operations.
 | 264.16(a)(3) | Click here to enter text. | Click here to enter text. |  | Click here to enter text. |
| **H.2** | **Implementation of Training Program**Demonstrate the following:  | 270.14(b)(12); 264.16 |  |  |  |  |
|  | 1. Facility personnel will successfully complete the training program within six months after the date of their employment or assignment to a facility, or to a new position at a facility, whichever is later.
 | 264.16(b) | Click here to enter text. | Click here to enter text. |  | Click here to enter text. |
|  | 1. Applicant will maintain records that document the training or job experience has been given to, and completed by, facility personnel.
 | 264.16(d)(4) | Click here to enter text. | Click here to enter text. |  | Click here to enter text. |
|  | 1. Applicant will maintain training records on current personnel until closure of the facility. Training records on former employees must be kept for at least three years from the date the employee last worked at the facility.
 | 264.16(e) | Click here to enter text. | Click here to enter text. |  | Click here to enter text. |