

EMPLOYEE TRAINING PLAN

1. FACILITY INFORMATION

BUSINESS NAME (Same as FACILITY NAME or DBA – Doing Business As)	FACILITY ID	
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ADDRESS	
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2. TRAINING FOR PERSONNEL

Not applicable because facility has no employees

Personnel are trained in the following procedures:

	Internal alarm/notification
	Evacuation/re-entry procedures & assembly point locations
	Emergency incident reporting
	External emergency response organization notification
	Location(s) and contents of Emergency Response/Contingency Plan
	Facility evacuation drills, that are conducted at least: (Specify: "Quarterly", etc.)

3. TRAINING FOR CHEMICAL HANDLERS

Chemical Handlers are additionally trained in the following:

	Safe methods for handling and storage of hazardous materials
	Location(s) and proper use of fire and spill control equipment
	Spill procedures/emergency procedures
	Proper use of personal protective equipment
	Specific hazard(s) of each chemical to which they may be exposed, including routes of exposure (i.e., inhalation, ingestion, absorption)
	Hazardous Waste Handlers/Managers are trained in all aspects of hazardous waste management specific to their job duties (e.g., container accumulation time requirements, labeling requirements, storage area inspection requirements, manifesting requirements, etc.)

4. EMERGENCY RESPONSE TEAM

Members are capable of and engaged in the following:

Complete this section only if you have an in-house emergency response team

	Personnel rescue procedures
	Shutdown of operations
	Liaison with responding agencies
	Use, maintenance, and replacement of emergency response equipment
	Refresher training, which is provided at least annually
	Emergency response drills, which are conducted at least: (Specify: "Quarterly", etc.)

5. RECORD KEEPING

The following records are maintained at the facility (Check all that apply).

Note: This list of records does not necessarily identify every type of record required to be maintained by the facility.

	Current employees training records (to be retained until closure of the facility)
	Former employees' training records (to be retained at least three years after termination of employment)
	Training Program(s) (i.e., written description of introductory and continuing training)
	Current copy of this Emergency Response/Contingency Plan
	Record of recordable/reportable hazardous material/waste releases
	Record of hazardous material/waste storage area inspections
	Record of hazardous waste tank daily inspections
	Description and documentation of facility emergency response drills