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| **EMPLOYEE TRAINING PLAN** | | | | |
| **1. FACILITY INFORMATION** | | | | |
| **BUSINESS NAME** (Same as FACILITY NAME or DBA – Doing Business As) | | **FACILITY ID**  FA00 | | **CERS ID#** |
| **ADDRESS** |  | | | |
| **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.) | | | |

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| **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 |