

US EPA ARCHIVE DOCUMENT

CHECKLIST FOR REVIEW OF FEDERAL RCRA PERMIT APPLICATIONS				
SECTION H. PERSONNEL TRAINING				
Section and Requirement	Federal Regulation	Review Consideration <sup>a</sup>	Location in Application <sup>b</sup>	See Attached Comment Number <sup>c</sup>
H-1	Outline of Introductory and Continuing Training Programs	270.14(b)(12) ; 264.16(a)(1)	Facility personnel must successfully complete classroom or on-the-job training which will allow them to responsibly perform in their positions.	
H-1a	Job Title/Job Description	270.14(b)(12) ; 264.16(d)1), (d)(2)	Owner or operator must maintain records of job titles, names of employees, job descriptions, and types and amounts of training given to employees.	
H-1b	Description of How Training will be Designed to Meet Actual Job Tasks	270.14(b)(12) ; 264.16(c),(d) (3)	Training must be conducted by a qualified person; there must also be an annual review of the training.	
H-1c	Training Director	270.14(b)(12) ; 264.16(a)(2)	Program must be directed by person trained in hazardous waste procedures.	
H-1d	Relevance of Training to Job Position	270.14(b)(12) ; 264.16(a)(2)	Training must include instruction on hazardous waste procedures relevant to each employee's position.	
H-1e	Training for Emergency Response	270.14(b)(12) ; 264.16(a)(3)	Personnel must minimally be familiar with emergency procedures, emergency equipment, and emergency systems.	
H-2	Maintenance of Training Records/Copy of Personnel Training Documents	270.14(b)(12) ; 264.16(b),(d) (4),(e)	Training records on current personnel must be kept until closure of facility. Training must be completed within 6 months after date of employment.	

RCRA I.D. No.: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Notes:

- a Considerations in addition to the requirements presented in the regulations.
- b For each requirement, this column must indicate one of the following: NA for not applicable, IM for information missing, or the exact location of the information in the application.
- c If application is deficient in an area, prepare a comment describing the deficiency, attach it to the checklist, and reference the comment in this column.