

NAME OF FACILITY: _____

EMPLOYEE RECORD OF TRAINING

Please place this completed form in your employee file. Any employee who generates or comes into contact with hazardous waste must undergo training. Keep all records of training for three years beyond termination date. Training records must be made available upon request from a regulatory agency inspector.

EMPLOYEE NAME _____

EMPLOYEE JOB TITLE _____

DATE OF INITIAL TRAINING _____

DATES OF SUBSEQUENT TRAINING(S)

Small quantity and Large quantity generators must train employees at least 1x per year
(Mini quantity and Very Small quantity generators must train at least once within the first 6 months of hire)

_____	_____	_____
_____	_____	_____
_____	_____	_____

METHOD OF INSTRUCTION ____ MnTAP hazardous waste generator PowerPoint training _____

The following topics are covered in the PowerPoint training:

- Training rationale
- Duties requiring training
- Training documentation requirements
- Hazardous waste definitions
- Examples of waste generated
- Hazardous waste evaluation
- Hazardous waste manifests
- Generator size
- Container management (labeling, compatibility, containment, storage)
- Common incompatible wastes
- Inspection requirements for storage areas
- Hazardous waste security
- Waste storage time limits
- Pollution prevention ideas
- Basic chemical hygiene concepts
- Chemical spill response procedures
- Infectious waste description, proper tying of bags, manifests
- Summary of ten rules for hazardous waste management

We certify that the employee named above has completed this training program.

Employee Signature _____

Supervisor Signature _____