HAZARDOUS WASTE MANAGEMENT JOB DESCRIPTION AND TRAINING RECORD

For use of this form, see the Hazardous Waste Management Plan; the proponent is DPW-ENRD

*Under penalty of federal and state laws, job descriptions and training documentation relating to hazardous waste management must be kept on file for all personnel on Fort Rucker that **collect, process, treat, dispose, recover, transport, or store hazardous waste**. The following form is provided to assist in compliance with the above stated laws. Location of filing for this form is at the discretion of the commander/ supervisor but must be available for inspections by the Alabama Department of Environmental Management (ADEM), Environmental Protection Agency (EPA), and DPW-ENRD.*

NAME_____

ORGANIZATION _____ **JOB TITLE**_____

JOB DESCRIPTION (As related to hazardous waste management only)

Personnel job position relating to hazardous waste management includes: Handling/disposing/storing/transporting hazardous waste generated by one or more of the following: (check applicable portions below):

- ☐ Aviation Maintenance
- ☐ Motorpool Maintenance
- ☐ Adhesives, Sealants and Paints
- ☐ Arms Room
- ☐ Use of Cleaning Solvents
- ☐ Medical/Dental Operations
- ☐ Photographic Developing Laboratories or Printing Facilities
- ☐ Laboratory Operations
- ☐ Batteries (including Lithium, Magnesium, Mercury, Nickel-Cadmium, & Lead Acid)
- ☐ Pesticides, Insecticides, Rodenticides, Herbicides, Fungicides
- ☐ Nuclear, Biological, and Chemical (NBC) Material
- ☐ Other:

DUTIES (As related to hazardous waste management only) **DATE ASSUMED DUTIES:**

The above person's duties have a direct effect on hazardous waste management and/or hazardous waste accumulation, whether by direct contact with the hazardous waste or through hazardous waste management activities, must receive training. This individual has the appropriate qualifications to read, understand, apply, and communicate written and verbal information regarding handling and managing hazardous wastes. Responsibilities include:

- ☐ **HWCAA Manager**
- ☐ **HWSAA Manager**
- ☐ **Environmental Officer**
- ☐ HW Handling
- ☐ Placing HW in HWSAA
- ☐ Documenting HW Activities
- ☐ Receiving HW
- ☐ Transporting HW
- ☐ Inspecting HWSAA
- ☐ Inspecting HWCAA
- ☐ Emergency Response

TRAINING (As related to hazardous waste management only)

Personnel must receive hazardous waste management training within six months of assumption of duties involving hazardous waste. Personnel may not perform hazardous waste management duties unsupervised until completion of training. The training program must be directed by a person trained in hazardous waste management procedures, and must include instruction which teaches facility personnel hazardous waste management procedures (including contingency plan implementation) relevant to the positions in which they are employed. All personnel trained must complete an annual review of the initial training.

At a minimum, the training program must be 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:

1. Procedures for using, inspecting, repairing, and replacing facility emergency and monitoring equipment;
2. Key parameters for automatic waste feed cut-off systems;
3. Communications or alarm systems;
4. Response to fires or explosions;
5. Response to groundwater contamination incidents; and
6. Shutdown of operations.

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NAME_____

Defense Hazardous Materials/ Hazardous Waste Handling Course – Provided by: Army Sustainment University

Initial Training (24 hrs) Date:

Annual Refresher Training (8 hrs) Date: Date:

Date: Date: Date:

Date: Date: Date:

Date: Date: Date:

Date: Date: Date:

Date: Date: Date:

Date: Date: Date:

Date: Date: Date:

On-the-Job Training – Provided by:

Initial Training Date:

Annual Refresher Training Date: Date:

Date: Date: Date:

Date: Date: Date:

Date: Date: Date:

Date: Date: Date:

Date: Date: Date:

Date: Date: Date:

Date: Date: Date:

Hazardous Waste Satellite Accumulation Area Manager Training – Provided by: DPW-ENRD

Initial Training (2 hrs) Date:

Annual Refresher Training (2 hrs) Date: Date:

Date: Date: Date:

Date: Date: Date:

Date: Date: Date:

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Date: Date: Date:

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HAZARDOUS WASTE MANAGEMENT JOB DESCRIPTION AND TRAINING RECORD

For use of this form, see the Hazardous Waste Management Plan; the proponent is DPW-ENRD

NAME_____

Hazardous Waste Central Accumulation Area Manager Training – Provided by: DPW-ENRD

Initial Training (2 hrs) Date:

Annual Refresher Training (2 hrs) Date: Date:

Date: Date: Date:

Date: Date: Date:

Date: Date: Date:

Date: Date: Date:

Environmental Officer Training – Provided by: DPW-ENRD

Initial Training (8 hrs) Date:

Annual Refresher Training (8 hrs) Date: Date:

Date: Date: Date:

Date: Date: Date:

Date: Date: Date:

Date: Date: Date:

Date: Date: Date:

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