Appendix 4

Example
Job Titles and Descriptions
for
Personnel Training Documents

Job Titles and Descriptions Rules
Per Ohio Administrative Code Chapter 3745-65-16 (D)
(Only for Employees involved in the Management of Hazardous)

XYZ CORPORATION

Revised February 2019

NOTE: Ohio EPA has prepared this Example Personnel Training Documents for instructional purposes only. Hazardous waste generators should be aware that this sample personnel training plan is not intended as a substitute for carefully reading the hazardous waste rules and, if needed, seeking Ohio EPA Division of Environmental Response and Revitalization’s Hazardous Waste Program ’s interpretations of the rules.
JOB TITLE
FORK LIFT OPERATOR

MINIMUM QUALIFICATIONS
High School Diploma or GED

TRAINING REQUIRED
On hiring: Introduction to hazardous waste management and XYZ's contingency plan
Annual thereafter: Hazardous waste management annual refresher training

DUTIES AND RESPONSIBILITIES RELATED TO HAZARDOUS WASTE MANAGEMENT

☐ responsible for picking up drums of hazardous waste from satellite accumulation area near Widgets Line and transferring them to accumulation shed in the back

☐ responsible for loading drums onto Waste Recycle Services truck

☐ responsible for immediately contacting Emergency Coordinator in the event of discovering or causing a leak or a spill
JOB TITLE
ENVIRONMENTAL COMPLIANCE MANAGER

MINIMUM QUALIFICATIONS
Bachelor's Degree in science or engineering
Certified Hazardous Materials Manager
Four years minimum related experience
OSHA 40-hour training

TRAINING REQUIRED
Annual OSHA 8-hour refresher training
Minimum 40 hours course work or seminars annually in related field

DUTIES AND RESPONSIBILITIES RELATED TO HAZARDOUS WASTE MANAGEMENT
☐ responsible for ensuring personnel managing hazardous waste are properly trained upon hiring, and receive refresher training at least annually
☐ responsible for maintaining personnel training records
☐ responsible for liaison with regulatory authorities, and regulatory compliance with hazardous waste laws and regulations
☐ responsible for ensuring hazardous waste containers are properly labeled, covered and staged
☐ responsible for ensuring satellite and accumulation area accumulation time limits and volume limits are not exceeded
☐ responsible for weekly inspections of hazardous waste accumulation areas and emergency equipment, and for keeping the inspection logs
☐ responsible for coordinating pickups by Waste Recycle Services within 90 day period, ensuring wastes are packaged/labeled/placarded in accordance with DOT regulations, tracking shipments, and ensuring safe arrival at TSD
☐ responsible for preparing and routinely updating the contingency plan
ENVIRONMENTAL COMPLIANCE MANAGER, CONTINUED

- responsible for preparing and signing manifests and LDRs, tracking them, and preserving them in master file
- responsible for preparing manifest exception reports, when required
- responsible for filing required annual reports with regulatory authorities
- responsible for evaluating wastes, sampling them and arranging for laboratory analyses, and retaining records of the evaluations in an orderly fashion
- responsible for ensuring an Emergency Coordinator is available at all times
- responsible for coordinating implementation of contingency plan, if required
- Responsible for contacting regulatory authorities if required in the event of a spill
As of July 27, 2001:

FORK LIFT OPERATOR: Thomas J. Basel

ENVIRONMENTAL COMPLIANCE MANAGER: John Q. Princeton

On July 27, 2000, I received annual refresher training in hazardous waste management, and the XYZ Corporation’s contingency plan and emergency procedures.

________________________________________

DATE: _______________________

TITLE: FORK LIFT OPERATOR

A copy of the quiz is attached.

NOTE: This is intended to be a guide in the preparation of personnel related documentation. Actual documents will have to be tailored to site-specific needs, and the documents will have to be carefully reviewed to ensure they meet regulatory requirements.

The following is a copy of the rules which describes the contents of a training plan

3745-65-16 A Facilities Personnel Training program

(A) Training program.

(1) Facility personnel shall successfully complete a program of classroom instruction or on-the-job training that teaches facility personnel to perform facility personnel's duties in a way that ensures the facility's compliance with Chapters 3745-65 to 3745-69 and 3745-256 of the Administrative Code. The owner or operator shall ensure that this training program includes all the elements described in the document required under paragraph (D)(3) of this rule.
(2) This training program shall be directed by a person trained in hazardous waste management procedures, and shall include instruction which teaches facility personnel hazardous waste management procedures, including contingency plan implementation, relevant to the positions in which facility personnel are employed.

**Note:** *Facility training may be conducted by outside consultants. This training usually meets the requirements of this rule. However, please remember to ensure that the training provided does include the two items highlighted above. We sometimes note that these items are missing from outside trainings.*

(3) At a minimum, the training program shall be designed to ensure that facility personnel are able to respond effectively to emergencies by familiarizing facility personnel with emergency procedures, emergency equipment, and emergency systems, including, where applicable:
   
   (a) Procedures for using, inspecting, repairing, and replacing facility emergency and monitoring equipment;
   
   (b) Key parameters for automatic waste feed cut-off systems;
   
   (c) Communications or alarm systems;
   
   (d) Response to fires or explosions;
   
   (e) Response to ground water contamination incidents.
   
   (f) Shutdown of operations.

(4) For facility employees who receive emergency response training pursuant to "Occupational Safety and Health Administration" (OSHA) regulations 29 CFR 1910.120(p)(8) and 29 CFR 1910.120(q), the facility is not required to provide separate emergency response training pursuant to this rule, provided that the overall facility training meets all the requirements of this rule.

(B) Facility personnel shall successfully complete the training program required in paragraph (A) of this rule within six months after January 7, 1983 or six months after the date of employment or assignment to a facility, or to a new position at a facility, whichever is later. Employees hired after January 7, 1983 shall not work in unsupervised positions until such employees have completed the training requirements of paragraph (A) of this rule.

(C) Facility personnel shall take part in an annual review of the initial training required in paragraph (A) of this rule during each period from January first to December thirty-first. The review shall occur within fifteen months after the previous review.

(D) Examples of training records are given above.

(E) Training records on current personnel shall be kept until closure of the facility. Training records on former employees shall be kept for at least three years from the date the employee last worked at the facility. Personnel training records may accompany personnel transferred within the same company.