



# Record of Employee Hazardous Waste Management Training

Commercial Hazardous Waste Form

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Employee's Hazardous Waste Management and/or Emergency Response Duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## SUMMARY OF HAZARDOUS WASTE TRAINING RECEIVED

Date of training: \_\_\_\_\_ \*Type of training: \_\_\_ introductory \_\_\_ refresher

Name of Instructor: \_\_\_\_\_ Employee signature \_\_\_\_\_

Check areas covered during hazardous waste training:

License Requirements		Manifests		Emergency Response	
<input type="checkbox"/>	Management plans	<input type="checkbox"/>	Proper completion	<input type="checkbox"/>	Available emergency equipment
<input type="checkbox"/>	License posted	<input type="checkbox"/>	Copy distribution	<input type="checkbox"/>	Use of equipment
<b>Accumulation of Wastes</b>		<input type="checkbox"/>	Land disposal restriction notices	<input type="checkbox"/>	Equipment locations
<input type="checkbox"/>	Hazards of each waste	<b>Record Keeping</b>		<input type="checkbox"/>	Maintenance of equipment
<input type="checkbox"/>	Storage time limits	<input type="checkbox"/>	Container/tank inspections	<input type="checkbox"/>	Telephone posting
<input type="checkbox"/>	Satellite accumulation	<input type="checkbox"/>	Personnel training	<input type="checkbox"/>	Response to spills
<b>Containers</b>		<input type="checkbox"/>	Manifests/shipping papers	<input type="checkbox"/>	Response to fires
<input type="checkbox"/>	Labeling and marking	<input type="checkbox"/>	Annual reports	<input type="checkbox"/>	Response to explosions
<input type="checkbox"/>	Keeping containers closed	<b>Waste Minimization</b>		<input type="checkbox"/>	Local authority arrangements
<input type="checkbox"/>	Weekly inspections	<input type="checkbox"/>	Reduce/reuse/recycle	<input type="checkbox"/>	Evacuation Routes
<input type="checkbox"/>	Aisle space	<b>Other Items (specify):</b>			
<input type="checkbox"/>	Outdoor storage	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Indoor storage	<input type="checkbox"/>		<input type="checkbox"/>	
<b>Tanks</b>		<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Labeling	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Inspections	<input type="checkbox"/>		<input type="checkbox"/>	

Minnesota Rule 7045.0292, subp. 5.H.(3) requires that Small Quantity Generators ensure and document that all employees are thoroughly familiar with proper waste handling and emergency procedures relevant to their responsibilities during normal facility operations and emergencies.

\*SQGs are not required to conduct annual review sessions of hazardous waste training. However, additional training sessions must be conducted for situations such as the following:

- Hiring of new employees with hazardous waste and/or emergency response duties
- Change in employee's hazardous waste duties (e.g. change in emergency coordinator)
- Change in hazardous wastes generated by the company