Introduction

Training employees to safely handle hazardous waste is the most effective and economic way to ensure proper waste management while protecting human and environmental health. The training requirements cover safety and emergency response and must be specific to the employee’s job function. Providing employees with thorough explanations of why certain operations are performed can reduce the use of "short-cut" procedures that may be dangerous to plant personnel or the surrounding population.

Training requirements for the management of hazardous waste, universal waste, and used oil are outlined in the NR 600 series of the Wisconsin Administrative Code and will vary based on the amount and types of wastes generated at your facility.

This guidance document outlines the regulatory training requirements for the following facility types:

- Large Quantity Hazardous Waste Generators (LQG)
- Treatment, Storage and Disposal facilities (TSD)
- Small Quantity Hazardous Waste Generators (SQG)
- Hazardous Waste Collection Sites
- Universal Waste Handlers

Various instructional methods can meet the state’s hazardous waste training requirements, such as classes, demonstrations, online training, or on-the-job instruction. It is important that your training program cover waste handling and emergency procedures specific to the position and role of the employee.

Training Program Elements

Training programs must teach hazardous waste management procedures relevant to the position and duties of the employee. Ideally, your training program would represent "real world" scenarios and site-specific hazardous waste management activities which instruct on how to:

- Document and maintain required records
- Characterize hazardous wastes
- Identify appropriate waste containers for storing and shipping
- Label and mark containers during storage and for shipment
- Inspect waste-storage areas
- Utilize manifests
• Protect employees from hazardous waste
• Respond to hazardous waste emergencies and spills

The facility owner/operator is responsible for determining which training methods will be the most effective in ensuring that the hazardous waste training requirements are met. One option could be to send supervisory personnel to formal off-site training programs to acquire the appropriate training skills, and then have these trained personnel conduct facility-focused, on-the-job training sessions.

On-the-job or in-house training programs can allow for more flexibility as they can be designed to closely fit individual job positions and hazardous waste management duties. Formal training programs are typically more general and might not cover the various job positions in the level of detail that is required by regulations.

All facility personnel, including office staff and on-site contractors, must be trained on emergency procedures. Based on the type of hazardous waste management and the facility’s generator status, this could include training on facility-specific contingency plans and evacuation procedures.

An example training record or log is attached to this publication. This specific form is not required as generators may create their own form or recordkeeping system to meet the needs of their individual facilities.

### Large Quantity Generators and TSD Facilities

**LQG and TSD facility training requirements:** LQG facilities are allowed to accumulate hazardous waste on-site for 90 days or less without an operating license provided that certain conditions are met. These conditions require the LQG generator to comply with the personnel training requirements of s. NR 665.0016, and the TSD facility to comply with the personnel training requirements of s. NR 664.0016.

**All facility personnel, regardless of their position, must be familiar with the facility's contingency plan and be able to respond effectively in an emergency.** Facility personnel include contractors, contract employees, and office staff. The emergency coordinator must receive additional training specific to the facility contingency plan which outlines their responsibilities in the event of fire, explosion or discharge of hazardous waste.

Facility personnel shall successfully complete a program of classroom instruction or on-the-job training that teaches them to perform their duties in a way that ensures the facility’s compliance with the requirements.

• The training program shall be directed by a person trained in hazardous waste management procedures.
• It shall include position-specific hazardous waste management procedures and training, including contingency plan implementation.
• Employees may not work unsupervised until they have completed the training requirements specific to their job position.
• Employees must complete the training program within six months of their employment or assignment to the specific job position.
• Facility employees shall take part in an annual review of their initial training.

Training may be acquired through a combination of in-house, on-the-job, or formal training programs.
At a minimum, the training program shall 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) all of the following:

- Procedures for using, inspecting, repairing, and replacing facility emergency and monitoring
equipment
- Key parameters for automatic waste feed cut-off systems
- Communication or alarm systems
- Response to fires or explosions
- Response to groundwater contamination incidents (releases)
- Shutdown of operations

Additionally, further training elements might be required for employees who are in charge of managing
wastes. Examples include, but are not limited to:

- The chemical characteristics of the wastes which they are assigned to manage (i.e., reactivity or
  incompatible waste types)
- Making a waste determination for both hazardous and non-hazardous waste streams
- Knowledge of what to do in the event of a spill or leak
- The types of protective equipment or clothing to be worn
- Proper operation of trucks, forklifts, or any other machinery to be used in waste disposal
- Who to inform in the event of an emergency

The owner or operator shall ensure that this training program includes maintaining documents and records
at the facility such as keeping:

- Written descriptions of the type and amount of both introductory and
  continued training that will be given to each person filling specific job
  positions (titles) related to hazardous waste management, along with
  the name of employees filling each job.
- Written job descriptions for each position related to hazardous waste
  management, which include requisite skill, education, or other
  qualifications for the position and all duties of employees assigned to
  this position.
- Records that document the completed training for facility personnel
  based on job-specific duties and training requirements.

**Note:** During the TSD licensing process the facility must submit, along with their feasibility and plan of
operation report (FPOR), the proposed training program which must include description designed to meet
specific job tasks.

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**Small Quantity Generators**

**SQG training requirements:** SQG facilities are allowed to accumulate hazardous waste on-site for 180
days or less without an operating license provided the SQG specific conditions are met. These conditions
include compliance with the following training
requirements.
SQG emergency procedures and personnel training requirements, as outlined in NR 662.192(1)(e) must include the following elements:

- At least one employee (typically the emergency coordinator) must be either on premises or on call (i.e. available to respond to an emergency by reaching the facility within a short period of time).

- The following information must be posted next to the telephone: name and telephone number of the emergency coordinator, location of the fire extinguishers and spill control materials (and fire alarm, if present), and the telephone number of the fire department, unless the facility has a direct alarm.

- The facility must ensure that all employees are thoroughly familiar with proper waste handling and emergency procedures, relevant to their responsibilities, during normal facility operations.

### Hazardous Waste Collection Sites

**Permanent collection facilities:** Owners and operators of permanent Household Hazardous Waste (HHW) and Very Small Quantity Generator (VSQG) hazardous waste collection facilities are required to train all facility personnel, either by classroom instruction or on the job training, related to their job duties to ensure they are able to respond effectively to emergencies. [NR 666.903]

Training program requirements:

- The training must familiarize employees with emergency equipment and procedures.

- Employees shall not work in unsupervised positions until the initial training is completed.

- All initial training must be completed within six months of employment.

- The training must be reviewed annually for all employees.

**Temporary collection sites:** Owners and operators of temporary collection facilities must ensure that all employees are thoroughly familiar with proper waste handling and emergency procedures relevant to their job responsibilities. [NR 666.904]

### Universal Waste Handlers

**Small quantity handlers of universal waste** must inform employees on how to properly handle all universal waste generated at the facility and what emergency procedures apply to the specific universal waste types. [NR 673.16]

**Large quantity handlers of universal waste** must ensure that employees are thoroughly familiar with proper waste handling and emergency procedures, relative to the universal waste types generated at the facility. [NR 673.36]

Training elements to consider include:

- What types of universal wastes are generated at the facility.

- Labeling and marking requirements.

- Container requirements (e.g., closed, structurally sound, compatible).
• How to respond to releases of broken or damaged universal waste or its contents, determine if spill residuals are hazardous waste, determine appropriate PPE and cleanup procedures and any emergency procedures associated with the spill.

• Why the disposal or treatment of universal waste is not allowed except as provided for in the regulations.

• How to segregate universal waste in distinct areas/containers.

• How to ensure that universal waste is accumulated for no longer than one year.

**Additional Training Requirements & Recommendations**

**Packaging of Hazardous Waste for Shipment:** The U.S. Department of Transportation (DOT) Hazardous Materials Regulations require employees who package hazardous materials for transport, including hazardous wastes, to receive documented training that specifically addresses these duties. Businesses that use hazardous waste manifests, including when a VSQG manifests their wastes, are required to train all employees who prepare the waste for shipment and who handle shipping documents. Additionally, any person signing the offeror’s certification statement on the uniform hazardous waste manifest is required to be trained. DOT’s Hazardous Material Regulations are located in 49 CFR Part 172, Subpart H.

**Employee Health & Safety:** The Occupational Safety and Health Administration (OSHA) requires that employees be trained in HAZWOPER (Hazardous Waste Operations and Emergency Response; s. 29 CFR 1910.120), with annual refresher courses, for any employees designated to respond to hazardous waste incidents and spills. While the Hazard Communication Standard Regulations (HCS; s. 29 CFR 1910.1200) administered by OSHA do not apply directly to hazardous wastes, the regulations do require training of employees who work with certain chemicals, some of which may become hazardous wastes. Additionally, HAZWOPER regulations require specific hazardous waste spill response training for certain employees at hazardous waste remediation sites and permitted hazardous waste TSD Facilities. Employees designated within a hazardous waste spill response plan as responders, including VSQG sites, will require this training.

While some facility types discussed previously within this document require recordkeeping and documentation of specific training activities based on Wisconsin Administrative Code requirements, recordkeeping is always recommended for all facility types and may be required by other agencies such as OSHA or the DOT.

**Annual refresher training:** The purpose of the annual refresher training or review is to ensure that facility personnel maintain their expertise. It is required that facility personnel are trained each year, ideally no later than the anniversary date of their initial training.

**Program instructors:** It is recommended that instructors, especially those conducting formal training sessions, be experts in the field of hazardous waste management in order to adequately address questions. For performance-type training programs (e.g. on-the-job training), it is recommended that the instructor be a supervisor who is skilled in the current methods of facility operation.

It is the responsibility of the facility to define the scope of their site-specific training programs in order to ensure that personnel acquire the necessary knowledge and skills to both perform their jobs and to protect human health and the environment. Documentation of the training program should demonstrate that the program satisfies the regulatory requirements outlined in this guidance document.
Resources and DNR Contact Information

For more information on this subject, including other publications, staff contacts and administrative codes and statutes, search by topic and WA publications at dnr.wi.gov, contact Waste & Materials Management staff by searching Hazardous Waste Staff at dnr.wi.gov, or see map below.

Mailing address: DNR Waste & Materials Management Program, PO Box 7921 Madison, WI 53707
Phone: 608-266-2111; Email: DNRWasteMaterials@Wisconsin.gov

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This publication is available in alternative format (large print, Braille, etc.) upon request. Please call 608-266-2111 for more information. Note: If you need technical assistance or more information, call the Accessibility Coordinator at 608-267-7490 / TTY Access via relay – 711.
RCRA Hazardous Waste Management – Training Record

EMPLOYEE INFORMATION

<table>
<thead>
<tr>
<th>Name:</th>
<th>Start date:</th>
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</thead>
<tbody>
<tr>
<td>Position:</td>
<td>Supervisor:</td>
</tr>
</tbody>
</table>

FIRST DAY

☐ Provide employee with Emergency Response training/Evacuation procedures.
☐ Assign "buddy" employee(s) to provide oversight on hazardous waste management questions/training.

HAZARDOUS WASTE DUTIES

☐ List all daily, weekly, monthly, or annual duties related to hazardous waste management

<table>
<thead>
<tr>
<th>Examples:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Supervise … Review … Implement … Conduct … Attend…</td>
</tr>
</tbody>
</table>

HAZARDOUS WASTE TRAINING REQUIREMENTS

☐ Identify appropriate training based on the employee's job position and duties

<table>
<thead>
<tr>
<th>Examples:</th>
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<tbody>
<tr>
<td>• How to document and maintain records</td>
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<tr>
<td>• How to characterize hazardous waste</td>
</tr>
<tr>
<td>• Identify facility waste containers for storing and shipping</td>
</tr>
<tr>
<td>• How to label and mark containers for storage and shipment</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Examples:</th>
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</thead>
<tbody>
<tr>
<td>• Inspection requirements for waste storage areas</td>
</tr>
<tr>
<td>• Manifest training / recordkeeping</td>
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<tr>
<td>• Proper handling and PPE</td>
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<tr>
<td>• How to respond to hazardous waste emergencies and spills</td>
</tr>
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HAZARDOUS WASTE TRAINING LOG - Examples

☐ Initial training

<table>
<thead>
<tr>
<th>Course - Examples</th>
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</thead>
<tbody>
<tr>
<td>• Emergency Response</td>
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<tr>
<td>• HW Management/PPE</td>
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<tr>
<td>• Storage Requirements</td>
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<tr>
<td>• Etc.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date Due:</th>
<th>Date Conducted:</th>
<th>Instructor</th>
</tr>
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</table>

☐ Annual refresher training (or additional follow-up training, advanced sessions, etc.)

<table>
<thead>
<tr>
<th>Course Title</th>
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</table>

<table>
<thead>
<tr>
<th>Date Due:</th>
<th>Date Conducted:</th>
<th>Instructor</th>
</tr>
</thead>
</table>

SKILLS, EXPERIENCE, EDUCATION

☐ List appropriate information pertaining to hazardous waste management skills and education

<table>
<thead>
<tr>
<th>Example – Initial OSHA 40-Hour Hazwoper date/location</th>
</tr>
</thead>
</table>

| Example – Years of experience at XYZ company/title |

This specific form is not required. Generators may create their own form or recordkeeping system to meet the needs of their individual facilities.