Hazardous Waste Management Training Record

For (name) Job title

Summary of hazardous waste generation, management & administration and emergency response duties:

☐ LQGs: Check if complete position description has been prepared and is available for inspection, as required.

Training date Training type  ☐ Initial (Required for LQGs & SQGs; recommended for VSQGs)
Training instructor  ☐ Annual (Required for LQGs; recommended for SQGs)

Directions: Check the box before the topic to identify the hazardous waste-related training needed by this person. After training is completed, check the box after each topic to identify each area in which this person received training. Ensure the trainee signs the bottom of this record acknowledging receipt of this training.

☐ LQGs: Check if complete training plan for this position has been prepared and is available for inspection, as required.

General management  Administration/records  Emergency response
☐ Waste identification  ☐ Waste management plans  ☐ Emergency equipment
☐ Waste evaluation
☐ Other annual reporting
☐ Container selection  ☐ License applications
☐ License posting
☐ Container/tank labeling  ☐ License applications
☐ Container/closure  ☐ Manifest completion
☐ Container/tank inspection  ☐ Manifest distribution
☐ Storage area aisle space  ☐ Land Disposal Restrictions
☐ Storage area security  ☐ Container/tank inspections
☐ Waste minimization  ☐ Personnel training
☐
☐ Waste minimization
☐
☐ Waste minimization
☐
☐ Waste minimization
☐
☐ Waste minimization
☐
☐ Waste minimization
☐
☐ Waste minimization
☐
☐ Waste minimization
☐
☐ Waste minimization
☐
☐ Waste minimization
☐
☐ Waste minimization
☐
☐ Waste minimization
☐
☐ Waste minimization
☐
☐ Waste minimization
☐
☐ Waste minimization
☐
☐ Waste minimization
☐
☐ Waste minimization
☐
☐ Waste minimization
☐
☐ Waste minimization
☐
☐ Waste minimization
☐
☐ Waste minimization
☐
☐ Waste minimization
☐
☐ Waste minimization
☐
☐ Waste minimization
☐
☐ Waste minimization
☐
☐ Waste minimization

Acknowledgement: I acknowledge I have received training in the areas checked after the topic above.

Trainee signature_____________________________________________ Date __________________________

The Minnesota Pollution Control Agency (MPCA) prepared this training record template for optional use by hazardous waste generators to document personnel training. For specific personnel training requirements, see MPCA hazardous waste fact sheets Step 9: Personnel Training.