

IV. Training Requirements

A. General Hazardous Waste Training

All individuals who generate hazardous chemical, biological, or radioactive waste must receive documented training, according to SFA's Hazardous Waste Program Manual, the EPA's Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), and the Texas Commission on Environmental Quality (TCEQ). It is the responsibility of each department supervisor to make sure their employees complete the training prior to conducting work that generates a hazardous waste. The EHSRM Department can provide the training to satisfy this requirement upon request.

The General Hazardous Waste training will cover all guidelines and procedures discussed in this manual. In addition to the General Hazardous Waste training, the supervisor must provide information specific to the employee's particular work area.

B. Refresher Training

General Hazardous Waste Refresher training is also required for all individuals generating or handling hazardous waste every 5 years. As mentioned above, each supervisor is responsible for ensuring all training requirements are met. EHSRM can assist in meeting this requirement upon request. All training must be documented as described below.

C. Training Records

Hazardous Waste Training should be documented on the Hazardous Waste Training Roster (available in *Appendix A* on page 27), and forwarded to the EHSRM Department upon completion. To meet regulatory requirements and as a service to departments, faculty, and staff, the EHSRM Department keeps training records on all individuals. Supervisors should also keep a copy of the training records to ensure employees are up to date on the training requirements.

Copies of the training records must be submitted to the EHSRM department via campus mail box 6113, faxed to 468-7312, or emailed to safety@sfasu.edu. Call EHSRM at 468-6034, for assistance with training records or to schedule an initial or refresher training class.