

CHECKLIST FOR REVIEW OF FEDERAL RCRA PERMIT APPLICATIONS					
SECTION H. PERSONNEL TRAINING					
Section and Requirement		Federal Regulation	Review Consideration^a	Location in Application^b	See Attached Comment Number^c
H-1	Outline of Introductory and Continuing Training Programs	270.14(b)(12) ; 264.16(a)(1)	Facility personnel must successfully complete classroom or on-the-job training which will allow them to responsibly perform in their positions.		
H-1a	Job Title/Job Description	270.14(b)(12) ; 264.16(d)(1), (d)(2)	Owner or operator must maintain records of job titles, names of employees, job descriptions, and types and amounts of training given to employees.		
H-1b	Description of How Training will be Designed to Meet Actual Job Tasks	270.14(b)(12) ; 264.16(c),(d)(3)	Training must be conducted by a qualified person; there must also be an annual review of the training.		
H-1c	Training Director	270.14(b)(12) ; 264.16(a)(2)	Program must be directed by person trained in hazardous waste procedures.		
H-1d	Relevance of Training to Job Position	270.14(b)(12) ; 264.16(a)(2)	Training must include instruction on hazardous waste procedures relevant to each employee's position.		
H-1e	Training for Emergency Response	270.14(b)(12) ; 264.16(a)(3)	Personnel must minimally be familiar with emergency procedures, emergency equipment, and emergency systems.		
H-2	Maintenance of Training Records/Copy of Personnel Training Documents	270.14(b)(12) ; 264.16(b),(d)(4),(e)	Training records on current personnel must be kept until closure of facility. Training must be completed within 6 months after date of employment.		

RCRA I.D. No.: _____

Facility Name: _____

Notes:

- ^a Considerations in addition to the requirements presented in the regulations.
- ^b For each requirement, this column must indicate one of the following: NA for not applicable, IM for information missing, or the exact location of the information in the application.
- ^c If application is deficient in an area, prepare a comment describing the deficiency, attach it to the checklist, and reference the comment in this column.