

**7045.0558 PERSONNEL TRAINING.**

Subpart 1. **In general.** Hazardous waste facility personnel must 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 of this chapter. The owner or operator shall ensure that this program includes all the elements described in the document required by subpart 6, item C.

Subp. 2. **Program director.** This program must be directed by a person trained in hazardous waste management procedures.

Subp. 3. **Minimum program requirements.** The training program must include instruction which teaches facility personnel hazardous waste management procedures relevant to the positions in which they are employed, including contingency plan implementation procedures. The training program must 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:

- A. procedures for using, inspecting, repairing, and replacing facility emergency and monitoring equipment;
- B. key parameters for automatic waste feed cutoff systems;
- C. communications or alarm systems;
- D. procedures for response to fires or explosions;
- E. procedures for response to ground water contamination incidents; and
- F. procedures for shutdown of operations.

Subp. 4. **Effective date.** Facility personnel shall successfully complete the program required in subpart 3 within six months after the date of their employment or assignment to a facility or to a new position at a facility. Facility personnel not subject to the requirements of Code of Federal Regulations, title 40, section 265.16, as amended, shall successfully complete the program required in subpart 3 within six months after the date of their employment or assignment to a facility or assignment to a new position at a facility. Employees hired after July 16, 1984, shall not work in unsupervised positions until they have completed the training requirements of subparts 1 to 3.

Subp. 5. **Training review.** Facility personnel shall take part at least once per calendar year in a review of the initial training required in subparts 1 to 3.

Subp. 6. **Personnel records.** The following documents and records must be maintained at the facility:

A. The job title for each position at the facility related to hazardous waste management and the name of the employee filling each job.

B. A written job description for each position at the facility related to hazardous waste. This description may be consistent in its degree of specificity with descriptions for other similar positions in the same company location or bargaining unit, but must include the requisite skill, education, or other qualifications, and duties of employees assigned to each position.

C. A written description of the type and amount of both introductory and continuing training that will be given to each person filling a position described in item A.

D. Records that document that the training or job experience required under subparts 1 to 5 has been given to, and completed by, facility personnel.

Subp. 7. **Record retention.** Training records on current personnel must be kept until closure of the facility. Training records on former employees must be kept for at least three years from the date the employee last worked at the facility. Personnel training records may accompany personnel transferred within the same company.

**Statutory Authority:** *MS s 116.07*

**History:** *9 SR 115; L 1987 c 186 s 15; 14 SR 2248; 20 SR 715; 22 SR 5*

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