

APPENDIX F

TRAINING MATRIX

The following training matrix tables are only examples. They must be modified to properly address national, regional or local conditions and requirements.

TRAINING NEEDS MATRIX ENVIRONMENTAL COURSES

Course	Employees Requiring Training	Source of Training	Duration (Hours)	Frequency
A/C Refrigeration Servicing (Stationary)	A/C Maintenance			Once, each new maintenance staff
HAZWOPER: First Responder	Security			Annual
Environmental Awareness	(Bulk Materials, HAZWOPER 1 st Responder Awareness, Integrated Emergency Response and Spill Contingency Plan, Prevention Plan, Waste Management, Energy Management, Asbestos Management)			Every other year
Incident Command Training	Security and Supervisors			Annual
Fire Brigade Training	Emergency Response Team			For all new team members
RCRA Awareness Training	Waste Management Coordinator			Annual
EMS Lead Auditor Training	Environmental Coordinator, Lead Internal Auditor			Initially
EMS Awareness Training	All employees & full time on-site contractors			Initially, New hires and as necessary
EMS Document Training (see also "Applicable Procedures by Department")	Employees and full time on-site contractors whose work requires knowledge of the document			Initially, New hires and when document changes occur
EMS Implementation Training	Cross Functional Team & EMR			Initially
EMS Internal Auditor Training	EMS Internal Auditors			Initially and New Auditors

TRAINING NEEDS MATRIX PROCEDURES AND WORK INSTRUCTIONS BY AREA/DEPARTMENT

Procedure/ Work Practice No.	Title	Area/Department							
		Tool & Die	Truck Shop	Paint Shop	Safety	Powerhouse Engineer	Maint./Facility Engineering	Production	Shipping
EV-01	CSP Asbestos Management				X				
EV-02	PCB Management					X	X		
EV-03	Bulk Material Management					X			X
EV-04	Outside Equipment Storage Management	X					X		
EV-05	Material Usage/ Tox # Assignment	X		X	X	X	X		
WI02-01	PCB-Containing Transformer Instructions						X		
WI03-01	Bulk Chemical Truck Deliveries					X	X		
WI03-02	Bulk Truck Deliveries of Petroleum Products						X		
WI03-04	Bulk Propane Delivery and Storage						X		
WI04-01	Scrap Metal	X					X		
WP03-05	Machining Coolants	X	X				X		
WP03-06	Road Salt						X		
WP03-07	Power House/ Cooling Tower Chemical Usage					X			
WP05-01	Review/Approve "Special" Biocide Additions to CSP Coolant Systems				X	X	X		
WP06-01	KECKES Boilers					X	X		