

**WA Army National Guard
Pamphlet 200-2**

Environmental Quality

**Consolidated
Environmental
Training
Pamphlet**

**Headquarters
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Environmental Quality
CONSOLIDATED ENVIRONMENTAL TRAINING PAMPHLET

By Order of the Adjutant General

James R. Kelly
COL, AV, WAARNG
Chief of Staff

Official

Theodore W. Arnold
Environmental Program Manager
Washington Military Department

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Summary. This pamphlet provides uniform policy and procedures for environmental training compliance in the Washington Army National Guard (WAARNG) and the Military Department.

Applicability. This pamphlet applies to the WAARNG, Washington State Guard, and civilian employees of the Washington Military Department.

Proponent and exception authority. The proponent for this pamphlet is the WAARNG Environmental Office.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Military Department - State of Washington, ATTN: Environmental Office, Camp Murray, WA 98430-5080.

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Glossary

Chapter 1

INTRODUCTION

1-1. Purpose and Scope

a. The purpose of the Consolidated Environmental Training Pamphlet (CETP) is to establish environmental training, implementation, and documentation procedures for WAARNG personnel. It applies to:

- (1) All activities under the command of the WAARNG
- (2) All units under the command of the WAARNG
- (3) All WAARNG State Maintenance personnel
- (4) All Environmental Staff

b. Activities permanently located on active duty installations must comply with the CETP, unless the standing operating procedure (SOP) for the host activity dictates otherwise.

c. General. This CETP recommends responsibilities, policies, and procedures for managing environmental training requirements within the Washington Army National Guard (WAARNG). It functions as the WAARNG's compliance tool for ensuring all applicable state, federal, and local environmental laws and regulations are complied with and addressed.

d. The CETP is designed to facilitate compliance with its requirements. Chapters 1 through 7 illustrate the CETP development process and results, which describe the logic of the CETP. This CETP provides step-by-step instructions, in the appendices, to targeted personnel of the WAARNG, which include brigade, battalion, company, activity level, and WAARNG State Maintenance personnel. The appendices include only the critical steps involved in environmental training pamphlet development for each targeted level. This approach allows training managers to quickly and easily identify training requirements for personnel under their command.

e. Formatted like an Army Technical Manual, the CETP has easy-to-follow procedures and plenty of visual cues.

1-2. References

References are listed in Appendix A.

1-3. Explanation of Abbreviations and Terms

Abbreviations and special terms used in this pamphlet are explained in the glossary.

1-4. Responsibilities

This section lists personnel required to implement the CETP and their responsibilities with regard to this Pamphlet.

- a. Assistant Director of Environmental Programs (ADEP)
 - (1) Resource for environmental training requirements as outlined in the CETP
 - (2) Monitor and evaluate all ADEP sponsored training courses
- b. Environmental Office Training Manager (EOTM)
 - (1) Coordinate all ADEP sponsored training events
 - (2) Conduct training as needed
 - (3) Maintain the WAARNG environmental training database
 - (4) Provide WAARNG personnel with resources to perform their environmental training responsibilities
 - (5) Establish training goals
 - (6) Monitor and evaluate all ADEP sponsored training courses
- c. Commanders and Supervisors
 - (1) Ensure units and personnel under their responsibility comply with the CETP
 - (2) Appoint, in writing, an Environmental Training Manager (ETM) at each unit and activity. The ETM should be a senior full-time officer and/or non-commissioned officer. Units include all brigade, battalion, and company sized elements. Activities include all maintenance facilities to include WAARNG state maintenance
- d. Environmental Training Managers (ETM)
 - (1) Manage the CETP's total environmental training and awareness program for employees of the facility and/or command, and ensure the required training is provided
 - (2) Ensure that all new employees of the WAARNG are trained within six months of assignment
 - (3) Advise and assist commanders, supervisors, and employees to determine the kinds of training needed to ensure compliance with the WAARNG Environmental Compliance Program and the policies and procedures defined in this CETP
 - (4) Advise and assist commanders and supervisors in developing Individual Development Plans (IDPs) (found in Appendices B through G) for each employee and in programming courses to meet the needs identified in this CETP

(5) Advise and assist commanders and supervisors in planning, developing, and implementing training activities to correct individual knowledge and skill deficiencies. Manage, document, and update the CETP's environmental training record and filing system. This information will be distributed during the ECO course

1-5. Policy

It is the policy of the WAARNG that all personnel who perform duties that may affect compliance, cause environmental damage, or influence stewardship receive the required environmental training as established in the CETP. New employees shall receive their initial training within **six months** of assignment. Commanders will forward requests for deviations to this policy to the Assistant Director of Environmental Programs (ADEP).

1-6. Training Implementation

The Environmental Office Training Manager (EOTM) will implement and/or facilitate environmental training events for the WAARNG. The EOTM will provide WAARNG personnel with resources to conduct unit and activity level training events. A training event is a class conducted at the unit and activity level by a certified Environmental Compliance Officer (ECO) and/or Unit Trainer (UT). The EOTM will schedule and conduct scheduled training events as identified in the CETP as a mandatory training requirement. These training events will be facilitated as follows:

- a. The EOTM will develop, schedule, and implement periodic environmental training events.
- b. Units and activities will receive an environmental training calendar of scheduled classes.
- c. Units and activities will use the environmental training calendar for planning and scheduling training events in the WAARNG Master Planning Calendar.
- d. Environmental Awareness Training will be conducted by the unit/activity ECO and/or UT.
- e. A certified ECO and/or UT will conduct all unit/activity sponsored training events.
- f. Unit/activity ECOs and UTs will be certified through completion of the WAARNG Environmental Train-the-Trainer Workshop (See Chapter 5, Course Development and Implementation).
- g. The EOTM will deliver, or have delivered, centralized training to units and activities upon request.
- h. The EOTM will deliver, or have delivered, individualized training to units and activities unable to attend scheduled training events.

1-7. Reviews and Revisions

The ADEP, or his/her designated representative, will review this Pamphlet at least once every three years. The Adjutant General (TAG) will review and approve significant changes to this Pamphlet.

1-8. CETP Layout

The CETP targets two audiences: the WAARNG, and regulators at the local, state, and federal levels. The CETP illustrates the steps involved with developing a comprehensive training program in Chapters 1 through 7. It guides each command or activity through developing their own environmental training plans, step-by-step, in the appendices. This approach demonstrates to regulators how the WAARNG manages its environmental training program while telling the user relative information to implement the CETP. The CETP chapters are individual steps involved to develop a unique training plan for each command and activity. These steps are outlined in Figure 1-1.

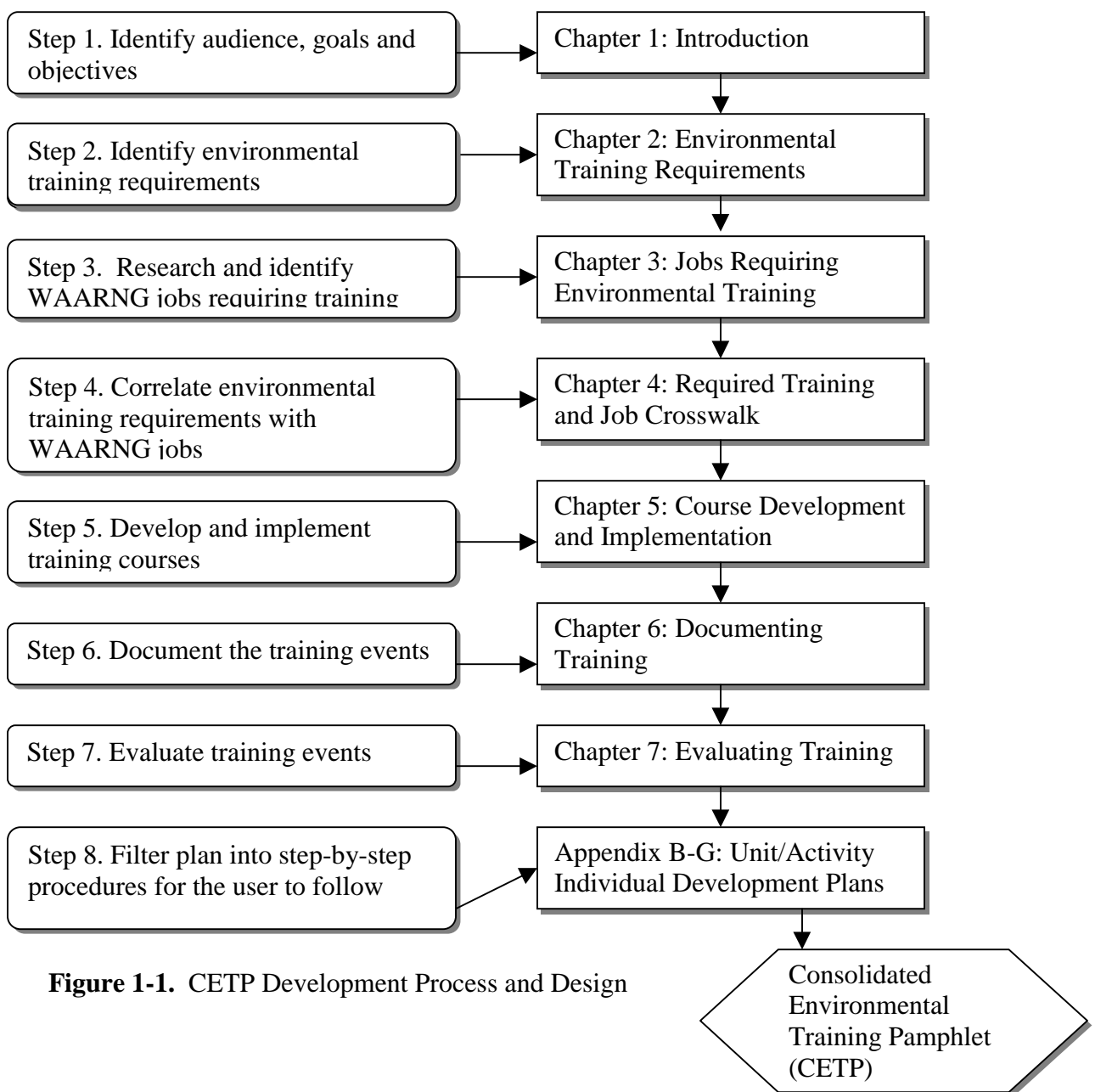


Figure 1-1. CETP Development Process and Design

Chapter 2

ENVIRONMENTAL TRAINING REQUIREMENTS

2-1. Introduction

This chapter describes all environmental or environmentally related training required by WDOE, WDLI, EPA, DOT, OSHA, Department of Defense (DoD), the Army, the National Guard Bureau (NGB) and the WAARNG. Since so many regulatory training requirements are similar and/or overlap, it makes sense to consolidate relevant training requirements into compliance training areas. In this chapter, relevant compliance training areas are combined into training courses that focus the content on meeting training requirements for the above listed agencies. Course descriptions are presented in Chapter 5, Course Development and Implementation.

2-2. Environmental Training Requirements

This section identifies the different types of environmental training required by various agencies.

a. State Requirements. Washington State's environmental training requirements are recommended by the WDOE and the WDLI. Below is a brief summary of each of the agency's requirements.

(1) WDOE

(a) Dangerous Waste (DW) Training - WAC 173-303-330(c). The WDOE requires personnel to complete a dangerous waste training program within six months of their start date, and receive annual refresher training. The training program must ensure facility personnel are informed of their dangerous waste management responsibilities and standards. In addition, personnel must receive adequate training that will allow them to respond effectively to dangerous waste emergencies.

(b) Pollution Prevention (P2) Training – WAC 173-307-030 (4). The WDOE requires P2 Plans to include a description of personnel training and employee involvement. All applicable personnel, such as facility commanders, shop supervisors, procurement personnel, and other personnel will be trained on the procedures and responsibilities outlined in the WAARNG P2 Plan.

(c) Oil Spill Prevention Plans Training – WAC 317-21. The Office of Marine Safety established standards for oil spill prevention plans required for all tank vessels under RCW 88.46.040. These standards are designed to provide the best achievable protection of state waters and marine environments.

(d) Stormwater Control Systems Training – National Pollutant Discharge (NPDES) and State Discharge Baseline General Permit Condition, S9.D.2.5. Facilities having coverage under Washington's NPDES and State Discharge General Permit for Stormwater Discharges Associated with Industrial Activities must have an employee training program. Facilities must train employees on spill response, good housekeeping, and material management practices. Employees must receive annual stormwater management refresher training.

(2) WDLI

(a) Hazard Communication (HAZCOM) Training – WAC 296-62-05415. The WAARNG is required to provide employees with effective information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new physical or health hazard is introduced.

(b) Asbestos Certification and Training – WAC 296-62-07722. Personnel performing asbestos work of any kind must be trained. Some asbestos projects require personnel to be certified prior to starting work. Projects not requiring certification still require personnel to be appropriately trained to the level of work performed.

(c) Hazardous Waste Operations and Emergency Response Training (HAZWOPER) – WAC 296-62-3040. All WAARNG employees working on hazardous waste sites who are exposed to hazardous substances, health hazards, or safety hazards must receive HAZWOPER training.

b. Federal Requirements

(1) EPA

(a) Air Quality Training – 40 CFR 82.34(a)(2) and 40 CFR 82.40. Personnel who repair or service Motor Vehicle Air Conditioners (MVACs) or MVAC-like appliances must be trained and certified through a technician certification program.

(b) Asbestos Training – 40 CFR Part 763.121(e)(6). The EPA requires personnel who perform asbestos abatement work to be trained and certified. A competent person must be trained in all aspects of asbestos abatement, to include asbestos identification and removal procedures for large abatement projects. However, small-scale abatement projects, such as pipe repair, valve replacement, installing electrical conduits, installing or removing drywall, roofing, and other general maintenance or renovation, do not require certification.

(c) Spill Response Training – 40 CFR 112.7. Where facilities are required to have Spill Prevention, Control, and Countermeasure (SPCC) Plans, employers must train their employees on the facility's SPCC Plan requirements.

(d) Hazardous Waste (HW) Training – 40 CFR 262.34(a)(4) and 40 CFR 265.16. HW generators, which generate greater than 2,200 pounds of hazardous waste in one calendar month, must be trained regarding their hazardous waste responsibilities.

(e) Lead-Based Paint (LBP) Training – 40 CFR 745.227(a)(2). Personnel performing any LBP activity, such as an inspection, lead-hazard screen, risk assessment or abatement, must be trained and certified.

(f) Pest Management Training – 40 CFR 171.4(b). Personnel responsible for applying pesticides must be licensed. Training and testing topics include label and labeling comprehension, safety and accident prevention, and toxicity.

(2) DOT

(a) Hazardous Materials (HAZMAT) Handling Training – 49 CFR 172.704. Employers are responsible for ensuring employees who manage hazardous materials are trained. Hazardous materials employee training will be function-specific and include safety, emergency response, and mitigation measures. Relevant EPA and OSHA training will satisfy this requirement. This training must be retaken at least every three years.

(b) HAZMAT Driver Training – 49 CFR Part 177.816. Hazardous material carriers must be trained in accordance with the applicable requirements of 49 CFR Parts 390 through 397. This training addresses pre-trip safety inspections, vehicle operations, procedures for maneuvering tunnels, bridges and railroad crossings, incident reporting, and loading and unloading of materials. Carriers must receive refresher training at least every three years.

(3) OSHA

(a) HAZWOPER Training – 29 CFR 1910.120(q). HAZWOPER training addresses five types of operations. In brief, the operations include clean-up operations required by a government body, corrective action clean-up operations, voluntary clean-up operations, operations involving hazardous wastes at Treatment, Storage, and Disposal Facilities (TSDFs), and emergency response operations for releases of hazardous substances. The WAARNG is required to train to the level of emergency response expected from WAARNG activities. Refresher training will be performed annually for those personnel requiring training, as identified in Chapter 4.

(b) HAZCOM Training – 29 CFR 1910.1200(h). OSHA's HAZCOM program requires employers to train their employees regarding hazardous chemical handling and management procedures for those chemicals that they are or may be exposed. Training will include information regarding where hazardous chemicals are stored, where the written HAZCOM plan is located, methods used to detect the release of hazardous chemicals, physical and health hazards associated with each chemical, and exposure mitigation measures to use while handling chemicals.

c. Military Requirements

(1) DoD. HAZMAT Transportation Training. The DOT and DoD both play key roles regarding hazardous materials management for the WAARNG. The DOT requires personnel who handle or transport hazardous materials to be appropriately trained. DOT only regulates hazardous materials being transported "in commerce." As interpreted by DOT, transportation of hazardous materials by the military is not considered "in commerce" and is exempt. In the DoD Defense Traffic Regulation 4500.9-R, Volume II, Chapter 204, it requires all hazardous material transportation related events to comply with 49 CFR. The WAARNG must comply with the training standards set forth in 49 CFR, which include training for HAZMAT employees and carriers in 49 CFR 172.704 and 49 CFR 177.816, respectively. According to DoD, this training must be retaken every two years.

(2) The Department of the Army and NGB. The Army and NGB require personnel to follow all state, federal and local regulations with regard to environmental training requirements. The Army and NGB require the following additional environmental training requirements.

(a) Pesticide Application Certification and Training – AR 200-5, para. 2-8. Personnel who apply or who are responsible for managing pesticides must be trained. Both military and civilian personnel, who work on military installations, are required to attend one of the approved DoD Training Centers to receive training. The DoD has the right to waive the training.

(b) Polychlorinated Biphenyls (PCBs) – AR 200-1, paragraph 4-4c. Army policy requires installations to establish PCB management procedures and train personnel regarding those procedures. This type of training is covered by OSHA’s HAZCOM program and is included in the program where PCBs are located. Recurrent training is not addressed.

(c) Storage Tanks – AR 200-1, paragraph 4-8b(2). Personnel who operate storage tank systems shall be trained to operate and maintain the systems and to transfer the storage tank product. Recurrent training is not addressed.

(3) WAARNG. Oil Water Separator Training – WAARNG Policy. WAARNG policy requires personnel at facilities using oil water separators to be trained regarding proper maintenance and repair of those systems. Recurrent training is not addressed.

2-3. Consolidated Environmental Training Requirements

a. Since many environmental training requirements overlap, the CETP identifies and combines as many requirements as possible into one training event. This approach increases unit readiness by decreasing the amount of administrative time employees must spend training, thereby increasing productivity. This consolidation prevents duplication of effort and provides for an effective and efficient training program.

b. The WAARNG has consolidated and summarized the general environmental training requirements mentioned into Table 2-1. The table describes the environmental topic, subtopic, what the requirement applies to, regulatory citations, and additional comments as needed. Specific detailed requirements are contained in each appendix.

Table 2-1. State, Federal and DoD Environmental and Related Regulation Summary and Crosswalk

Topic or Regulatory Area	Subtopic	Applicable Personnel	Regulatory Citations	Comment
Air Quality	Ozone-Depleting Substances/ Chemicals (ODS/ODC)	Air Conditioner/ Refrigerant Technicians	40 CFR 82.34(a)(2)	None

Table 2-1. State, Federal and DoD Environmental and Related Regulation Summary and Crosswalk --
Continued

Topic or Regulatory Area	Subtopic	Applicable Personnel	Regulatory Citations	Comment
Asbestos	Various Operations	Asbestos inspectors, abatement designers, abatement workers, etc.	AR 200-1, para. 8-3f; 40 CFR 763 WAC 296-62-07722	State certification is required. Certification must be by accredited training provider.
Emergency Response	Response to spills/releases of oil and/or hazardous substances	Installation Emergency Response/Spill team members (often called the HAZMAT team)	WAC 296-62-3040 29 CFR 1910.120(q) AR 200-1, para. 3-3d(4)	Annual training; hours vary. “HAZWOPER” spill team requirements at 29 CFR 1910.120(q) specifies five training levels depending on degree of responsibility.
Emergency Response	Response to spills/releases of oil and/or hazardous substances	Personnel at facilities covered by SPCC Plan and Installation Spill Contingency Plan (ISCP)	40 CFR 112.7, AR 200-1, para 3-3d(4)	Annual exercise of SPCC/ISCP plus other required training. Applies to HAZMAT team for overall installation response; and to persons not on HAZMAT team, for their own specific facilities.
Hazardous Chemicals	Hazardous chemicals and Material Safety Data Sheets.	Persons exposed to hazardous chemicals on the job.	WAC 296-62-05415; 29 CFR 1910.1200; AR 200-1, para 15-14a	HAZCOM or “Worker Right-to-Know” – at initial job assignments and whenever hazards change.
Dangerous Waste (DW)	DW Generators	Personnel who manage (or handle) DW	WAC 173-303(c); 40 CFR 262.34(a) (4), 262.34(d)(5) (iii), referring to 40 CFR 265.16.	Annual training in DW requirements of their job and measures to take during emergency.

Table 2-1. State, Federal and DoD Environmental and Related Regulation Summary and Crosswalk --
Continued

Topic or Regulatory Area	Subtopic	Applicable Personnel	Regulatory Citations	Comment
Hazardous Materials (HM) or Waste	Hazardous Materials or Waste Transportation	Persons who identify, package, label, mark, sign shipping papers/manifests, load/unload or move HM or HW in transportation	49 CFR 172.700-704 173.1(b), 173.403(i), 174.7(b); 175.20(b), 176.13(b), 177.800(c), 177.816, and 177.825; AR 200-1, para 5-3c(2)	Initial and biennial refresher training in HM familiarization, function or job-specific training, and safety training. OSHA or EPA training may be used to satisfy portions of the requirement. Biennial training (specified courses and passing grade) including written assignment by commander.
Lead	Lead-Based Paint (LBP)	Persons who inspect, perform risk assessments, or abate LBP in housing and child-occupied facilities, or otherwise perform LBP activities	40 CFR 745.223, 745.225-226, 745.227(a); AR 200-1, para 4-6h	Certification must be by accredited training provider. State certification may be required.
Polychlorinated biphenyls	PCB operations	Personnel who handle or may potentially be exposed to PCBs with hydraulic equipment	AR 200-1 para 4-4c	Training must be sufficient so personnel can perform PCB-related responsibilities in a safe and environmentally sound manner.
Pest Management	Application of regulated pesticides	Personnel applying pesticides identified for restricted use under the Federal Insecticide, Fungicide & Rodenticide Act (FIFRA)	40 CFR 170-171; DoDI 4150.7; DoD 4150.7-M; DoD 4150.7-P, Sept 1996, approved by EPA March 1997	Initial training at DoD accredited courses and refresher training every three years.

Table 2-1. State, Federal and DoD Environmental and Related Regulation Summary and Crosswalk --
Continued

Topic or Regulatory Area	Subtopic	Applicable Personnel	Regulatory Citations	Comment
Storage Tanks	Underground tank installation	Personnel supervising tank installations. (State requirements may also apply to tank system designers, operators, removers, and to operations & maintenance)	AR 200-1, para 4-5g	Personnel must be trained and qualified as needed for specific duties, and state certified if required.
Environmental Compliance, general	Environmental	Personnel appointed as unit/organization environmental compliance officers	AR 200-1, para 1-27a(15), 1-29c(5), 1-31f, 1-32e-f, 1-33d	Training in compliance topics applicable to their organization; plus training in unit/organizational compliance assessment tools/techniques.
Environmental Compliance, general	Environmental Compliance and Awareness	Other personnel who perform actions with environmental implications or consequences	AR 200-1, para 1-27a(14), 1-32b,c,e, 1-33b,d; Ft Lewis Regulation 200-1	Training/awareness sufficient to ensure performance in compliance with environmental law or regulations.

2-4. Identifying Compliance Training Areas

After reviewing all of the applicable environmental training requirements, the WAARNG categorized each requirement into *compliance training areas*. These areas are divided into their respective environmental protocol and numbered. For example, WDOE's Dangerous Waste Generator Training is numbered M05. The area number represents the compliance training area, and correlates with specific job functions. It determines who needs to be trained in regard to the requirement. The environmental training compliance areas are outlined in Table 2-2. The M series is initial training, and the R series is refresher training. The abbreviations I, A, and B indicate whether the training area must be addressed only once, annually or biennially.

A – Initial plus recurrent annual refresher training

Table 2-2: Compliance Training Areas

Area Number	Area Refresher Number	Compliance Area Title	Training Interval
M01		Hazard Communication	I
M02	R02	First Responder: Awareness Level	A
M03	R03	First Responder: Operations Level	A
M05	R05	Dangerous Waste Generator Training	A
M06	R06	HAZMAT Employee	B
M08	R08	Defense Packaging of HM for Transportation	B
M09	R09	HAZMAT Transportation	B
M10		Stormwater and Oil Water Separator Training	I
M11	R11	HAZMAT Driver Training	B
M12	R12	Fuel Handler Training	A
M13	R13	Ammo Handler Certification	A
M30	R30	Unit Environmental Awareness Training	A
M40	R40	Environmental Compliance Officer Certification	A
M50		Train-the-Trainer Certification	I

M series – Mandatory initial training

R series – Mandatory refresher training

I – Initial training only

B – Initial plus recurrent biennial refresher training

Chapter 3

JOBS REQUIRING ENVIRONMENTAL TRAINING

3-1. Introduction

This chapter discusses the different functions and jobs within the WAARNG and highlights their relationship with environmentally related tasks to help define who requires environmental training. This approach is called job task analysis. Once job functions and environmental responsibilities are associated, identifying environmental training requirements is simplified. Job functions and environmental training requirements are correlated in Chapter 4.

3-2. Job Task Analysis

There are a variety of jobs within WAARNG units and activities requiring some type of environmental training. An analysis was conducted in order to determine the required training for each job function. A list of jobs has been compiled based upon the analysis of job functions at the unit/activity level. The following is a description of the unit, the activity, and unit and activity-specific jobs that have environmental responsibilities:

a. Units are tactical in nature and generally perform their operations during inactive duty training (IDT) and annual training (AT) periods. Generally, IDT periods are performed during **one weekend a month** and AT periods are performed in **fifteen continuous days** between spring and fall of each year. During drill periods, unit personnel gather at their respective Armories where they receive their mission and perform their duties. **ALL** units and FTM organizations of the WAARNG are required to comply. The major or distinctive units within the WAARNG are the:

- 81st Brigade (Mechanized)
- 66th Aviation Brigade
- 96th Troop Command
- STARC and subordinate units

(1) Unit environmental training responsibilities are commonly given to the Company Commanders. They are the Brigade and Battalion commander's liaison to unit personnel and are ultimately responsible for their unit's environmental compliance status.

(2) Unit specific-jobs:

- (a) Brigade, Battalion and Company Commanders
- (b) Executive and Administrative Officers (XOs and AOs)
- (c) S-4 Officers and Non-Commissioned Officers (NCOs)
- (d) Signal Officers and NCOs
- (e) Chemical Officers and NCOs
- (f) Motor Sergeants
- (g) Supply Sergeants
- (h) Hazardous Materials (HAZMAT) Transporters
- (i) Fuelers
- (j) Ammunition (Ammo) Handlers

- (k) Traditional Soldiers
- (l) ECOs and Trainers

b. Activities provide full-time maintenance and logistical support to WAARNG tactical units. They perform maintenance on heavy and mobile equipment, as well as smaller tactical equipment, such as radios. They are a full-time force that helps sustain and maintain the readiness of all WAARNG tactical equipment, and play a vital role in the WAARNG operations. Activity Supervisors are ultimately responsible for their activity's environmental compliance program. Maintenance activities for the WAARNG include:

- Army Aviation Support Facilities (AASF)
- Combined Support Maintenance Shop (CSMS)
- Maneuver Area Training Equipment Site (MATES)
- Organizational Maintenance Shops (OMSs)
- Unit Training and Equipment Site (UTES)

(1) Activity personnel require the most environmental training due to the nature of their operations. Maintenance operations routinely generate more solid and dangerous wastes than units and have a greater diversity regarding environmental management requirements.

(2) Both Unit and Activity-specific jobs and their associated environmental responsibilities are listed below.

(3) Unit and Activity-specific jobs:

- (a) Activity Supervisors
- (b) Shop Chiefs
- (c) Heavy Mobile Equipment Mechanic
- (d) Fuelers
- (e) Ammo Handlers
- (f) Automotive Worker
- (g) Artillery Mechanic
- (h) Electronics Mechanic
- (i) Allied Trades Worker
- (j) Fabric Worker
- (k) Machinist
- (l) Welder
- (m) Tool & Parts Attendant
- (n) HAZMAT technicians
- (o) Shipping and receiving personnel
- (p) Warehouse personnel
- (q) Laborers
- (r) HAZMAT Transporters
- (s) ECOs and Trainers

3-3. Grouping Similar Job Functions

Jobs within the WAARNG can be grouped together based on similar job functions as they relate to environmental training. Table 3-1 presents the different groups and job functions and summarizes their environmental responsibilities, which are used later in Chapter 4 to define training requirements.

Table 3-1: Job Function and Environmental Responsibility Crosswalk

Group	Job Function	Environmental Responsibility
Command Group (May be M-Day or Mil. Tech.)	Commander	Responsible for all environmental actions under his/her command. This position does not require the commander to be a technical expert. However, a general orientation to environmental requirements is required.
Command Group (May be M-Day or Mil. Tech) -- continued	XO AO Support PLDR	Both of these positions require the same training as the commander because they have the same responsibilities as the commander in his/her absence.
	S-4 Officer/NCO Signal Officer/NCO Support PSG	The S-4/Signal Officer/NCOs are not physically involved with hazardous material but are responsible for determining and/or implementing policy and/or providing technical guidance.
	Chemical Officer/NCO	The Chemical Officer/NCO manages chemical detection and deployment for the command and may have chemical wastes generated from their activities. A general understanding of hazardous material and waste management is required, as well as a broad understanding of their potential impacts on the environment.
Maintenance Group (May be M-Day or Mil. Tech.)	Shop Chief	Shop Chiefs are responsible for ensuring his/her maintenance activities and personnel are in compliance with regulations. This person must have an in-depth knowledge of their environmental responsibilities and procedures.
	Motor Sergeant	Motor Sergeants are required to have an in-depth knowledge of hazardous materials and waste management due to their operational activities in the field.
	Mechanic	Mechanics require an in-depth knowledge of hazardous materials and waste management. Mechanics routinely use hazardous materials and generate their associated hazardous wastes.

Table 3-1: Job Function and Environmental Responsibility Crosswalk -- Continued

Group	Job Function	Environmental Responsibility
	Tool/Parts Attendant	Tool/Parts Attendant's environmental responsibilities mainly deal with hazardous material purchases. They should have an understanding of hazardous chemicals, shelf life, chemical substitution, and pollution prevention.
Logistics Group (May be M-Day or Mil. Tech.)	Supply Sergeant Support PSG	Supply Sergeants manage each units supply purchases and turn-ins. They should have an understanding of hazardous chemical compatibility and storage, shelf life management, and hazardous material and waste management.
Logistics Group	Hazardous Materials Technician	Hazardous Materials Technicians process, transport, turn-in, and respond to spills of hazardous material and waste. They must have the most broad and in-depth knowledge of all jobs within the WAARNG as they relate to managing hazardous materials and waste. They must have knowledge regarding hazardous chemical compatibility and storage, hazardous material/waste transportation, and emergency response procedures.
	Shipping and Receiving Personnel	Shipping and Receiving Personnel stock and handle hazardous chemicals as well as prepare manifests for shipping hazardous materials. They must understand MSDSs, and hazardous chemical compatibility, storage, shelf-life, and small spill management. They must also be proficient in packaging hazardous materials for shipment.
	Warehouse Personnel	Warehouse Personnel stock, manage, and distribute hazardous chemicals. They must understand MSDSs, as well as understand chemical compatibility, storage, shelf-life and spill management.
	Field Sanitation Teams	Field Sanitation Teams store, handle and transport Hazardous Material, such as pesticide. They need to understand MSDSs, as well as understand chemical compatibility, storage, shelf-life and spill management. In addition they need to understand the requirements for transporting Hazmat.

Table 3-1: Job Function and Environmental Responsibility Crosswalk -- Continued

Group	Job Function	Environmental Responsibility
	Medical Teams	Medical Teams handle and transport biohazards such as medical waste. They need to understand the hazard of contamination and spill management. In addition they need to understand the requirements for transporting Hazmat.
	Laborer	Laborers may handle hazardous chemicals within the course of their duties. They must understand MSDSs, and have general environmental awareness training to ensure they manage, use, and dispose of these chemicals in a sound manner.
Transportation Group (May be M-Day or Mil. Tech.)	HAZMAT Carrier	HAZMAT Carriers transport hazardous materials via public highway and must be trained. The carrier must understand MSDSs as well as hazardous chemical compatibility. In addition, they must understand how to properly load, placard, transport and respond to hazardous materials spills.
Transportation Group	Fuelers	Fuelers transport and dispense fuels such as diesel, JP-4, JP-5, and JP-8. They must understand MSDSs and how to properly transport fuel, transfer fuel, and respond to spills.
	Ammo Handler/ Transporters	Ammo handling within the WAARNG generally involves picking up and transporting ammunition from Ammunition Supply Points to firing ranges. Handlers and transporters of ammunition must have the same skills as hazardous material transporters.
Traditional	Soldier	Traditional Soldiers generally manage small amounts of hazardous chemicals. These chemicals are used to clean and maintain operational and tactical equipment such as weapons and vehicles. To ensure soldiers manage these chemicals responsibly, they must understand MSDSs, and have general environmental awareness training.

Table 3-1: Job Function and Environmental Responsibility Crosswalk -- Continued

Group	Job Function	Environmental Responsibility
Environmental Compliance Officer	ECO	ECOs are the Unit Commander's and Activity Supervisor's technical representative with regard to environmental matters. ECOs must have extensive knowledge regarding environmental management. ECOs must have a general understanding of all Army environmental programs and their relationship to each unit or activity's operation.
Trainers	Environmental Trainer	Environmental Trainers are responsible for instructing unit and activity personnel on environmental awareness issues. They must receive instruction on developing and implementing environmental training courses. They must also have a general knowledge of all WAARNG environmental programs.

Chapter 4

REQUIRED TRAINING AND JOB CROSSWALK

4-1. Introduction

In Chapter 2, relevant **compliance training areas** were identified and combined into training courses to focus training content to meet regulatory training requirements. In Chapter 3, a job task analysis was conducted to analyze specific job functions within the WAARNG and identify environmentally related task for each job. In this chapter, the information provided in Chapters 2 and 3 is used to link compliance training areas with specific jobs to determine which compliance areas apply to each specific job.

4-2. Crosswalking Training Requirements with Job Functions

Crosswalking environmental training requirements with job functions are best accomplished through a matrix. The matrix associates each compliance training area code with each job function and allows the training manager to take a holistic approach to developing training courses. Table 4-1 illustrates the training matrix concept. Each group and job function are outlined in the two left columns while the compliance training area codes are divided in the right column. Based upon each job function's environmental responsibility identified in Chapter 3, compliance training areas are correlated. Then, the compliance training areas are consolidated and assigned to each specific job function. The training matrix presented in Table 4-2 provides a consolidated picture of the results of the analysis of compliance training areas and job functions.

Group – identifies which job functions are in one group

Compliance Training Areas – list the type of training required for each group and/or job function

Table 4-1. Example of Compliance Training Area and Job Crosswalk

Group	Job Function	Compliance Training Areas			
		M01	M02 R02	M03	M05 R05
Command Group	Commander	I	A	X	
	XO/AO	I	A	X	
Maintenance	Shop Chief	I		A	A
	Mechanic	I		A	A
	Parts Clerk	I			A

Job Function – identifies which job duties make up a group

M01 – HAZCOM Training

I – Initial training only

M03 – First Responder, Operations Level

A – Initial plus annual refresher training

M02/R02 – First Responder Training Awareness Level, initial and refresher training

M05/R05 – Hazardous Waste Generator Training, initial and refresher training

Table 4-2: Consolidated Job and Compliance Training Area Crosswalk

GROUP	JOB FUNCTION	COMPLIANCE TRAINING AREAS																	
		M01 R02	M03 R03	M05 R05	M06 R06	M08 R08	M09 R09	M10	M11 R11	M12 R12	M13 R13	M30 R30	M40 R40	M50					
Command	Commander	I	A																
	XO/AO/ PLDR	I	A																
	S-4 Off/NCO/Signal Officer/NCO/ PSG	I	A																
	Chemical Officer /NCO	I	A																
Maintenance	Shop Chief/Motor Sergeant	I	A	A	B														
	Mechanics	I	A	A	B														
	Parts Clerk	I	A	A	B														
Logistics	Supply Sergeant	I	A	A	B														
	Hazmat Technician	I	A	A	B														
	Shipping/Receiving	I	A			B													
	Warehouseman	I	A																
	Laborer, MT&FT (+M9 & M11)	I	A																
Transportation	Hazmat Transporter	I	A																
	Fueler	I	A																
	Ammunition Handler	I																	
Traditional	Soldier	I																	
Environmental Compliance Officer	ECO	I																	
	ECO/Unit Trainer																		
Trainers																			

4-3. Consolidating Compliance Training Areas and Assigning Skill Codes
 Similar jobs functions are grouped together based on common compliance training area requirements. Each set of common compliance training area requirements is assigned a skill code. In Table 4-3, the Commanders have five compliance training areas. This specific set of compliance training areas is assigned a skill code of E01. The Shop Chiefs have a different set of compliance training areas that are assigned the skill code of E02. Skill codes are a “short hand” designation of unique sets of compliance training areas. Table 4-3 is an example of the compliance training area and skill code cross walk. A complete compliance training area and skill code crosswalk for the WAARNG is found in Table 4-4.

Table 4-3: Compliance Training Area and Skill Code Crosswalk

Job Functions	Compliance Training Number and Area		Skill Code
Commanders, Executive Officers, Administrative Officers, S-4/S-4 NCOs, Chemical Officers/NCOs, Signal Officers/NCOs	M01	Hazard Communication	E01
	M02	First Responder: Awareness Level	
	M30	Unit Environmental Awareness	
	R02	First Responder: Awareness Level Refresher	
	R30	Unit Environmental Awareness Refresher	
Shop Chiefs, Motor and Supply Sergeants	M01	Hazard Communication	E02
	M03	First Responder: Operations Level	
	M05	Dangerous Waste Generator	
	M06	HAZMAT Employee	
	M10	Storm Water and Oil Water Separator	
	R03	First Responder: Operations Level Refresher	
	R05	Dangerous Waste Generator Refresher	
	R06	HAZMAT Employee Refresher	

NOTE

The WAARNG objectively assigned each compliance training area to each job function based on each job’s environmental responsibility identified in Chapter 3. The compliance training areas will be consolidated into training classes in the next chapter.

Table 4-4: Skill Code Assignments

Job Functions	Compliance Training Areas		Skill Code
Commanders, XOs, AOs, S-4/S-4 NCOs, Signal Officer/NCOs, and Chemical Officers/NCOs	M01	Hazard Communication	E01
	M02	First Responder: Awareness Level	
	M30	Unit Environmental Awareness	
	R02	First Responder: Awareness Level Refresher	
	R30	Unit Environmental Awareness Refresher	

4-4: Skill Code Assignments -- Continued

Job Functions	Compliance Training Areas		Skill Code
Shop Chiefs, Motor Sergeants, Supply Sergeants, and Armorers	M01	Hazard Communication	E02
	M03	First Responder: Operations Level	
	M05	Dangerous Waste Generator	
	M06	HAZMAT Employee	
	M10	Storm Water and Oil Water Separator	
	R03	First Responder: Operations Level Refresher	
	R05	Dangerous Waste Generator Refresher	
	R06	HAZMAT Employee Refresher	
Mechanics and Parts Clerks	M01	Hazard Communication	E03
	M03	First Responder: Operations Level	
	M05	Dangerous Waste Generator	
	M06	HAZMAT Employee	
	R03	First Responder: Operations Level Refresher	
	R05	Dangerous Waste Generator Refresher	
	R06	HAZMAT Employee Refresher	
	HAZMAT Technicians	M01	
M03		First Responder: Operations Level	
M05		Dangerous Waste Generator	
M06		HAZMAT Employee	
M09		Hazardous Material Transportation	
M11		HAZMAT Driver	
R03		First Responder: Operations Level Refresher	
R05		Dangerous Waste Generator Refresher	
R06		HAZMAT Employee Refresher	
R09		Hazardous Material Transportation Refresher	
R11		HAZMAT Driver Refresher	
Shipping and Receiving Personnel	M01	Hazard Communication	E05
	M02	First Responder: Awareness Level	
	M08	Defense Packaging of HAZMAT	
	R02	First Responder: Awareness Level Refresher	
	R08	Defense Packaging of HAZMAT Refresher	

4-4: Skill Code Assignments -- Continued

Job Functions	Compliance Training Areas		Skill Code
Warehouse Personnel and General Laborers	M01	Hazard Communication	E06
	M02	First Responder: Awareness Level	
	R02	First Responder: Awareness Level Refresher	
HAZMAT Transporters (to include Medical Teams and Field Sanitation Teams)	M01	Hazard Communication	E07
	M02	First Responder: Awareness Level	
	M09	HAZMAT Transportation	
	M11	HAZMAT Driver	
	R02	First Responder: Awareness Level Refresher	
	R09	HAZMAT Transportation Refresher	
	R11	HAZMAT Driver Refresher	
Fueler	M01	Hazard Communication	E08
	M02	First Responder: Awareness Level	
	M09	HAZMAT Transportation	
	M11	HAZMAT Driver	
	M12	Fuel Handler Training	
	R02	First Responder: Awareness Level Refresher	
	R09	HAZMAT Transportation Refresher	
	R11	HAZMAT Driver Refresher	
	R12	Fuel Handler Refresher	
Ammunition Transporters	M01	Hazard Communication	E09
	M09	HAZMAT Transportation	
	M11	HAZMAT Driver	
	M13	Ammunition Handler	
	R09	HAZMAT Transportation Refresher	
	R11	HAZMAT Driver Refresher	
	R13	Ammunition Handler Refresher	
Traditional Soldiers	M01	Hazard Communication	E10
	M30	Unit Environmental Awareness	
	R30	Unit Environmental Awareness Refresher	
Environmental Compliance Officers	M01	Hazard Communication	E11
	M10	Storm Water and Oil Water Separator	
	M40	Environmental Compliance Officer	
	R40	Environmental Compliance Officer Refresher	
Trainers	M50	Train-the-Trainer Workshop	E12

Chapter 5 COURSE DEVELOPMENT AND IMPLEMENTATION

5-1. Introduction

Many individual regulatory training requirements can be consolidated into single training events. This maximizes training time and dollars, and reduces the administrative burden on operations. This chapter demonstrates how the WAARNG consolidated individual training requirements into training classes and developed each unit/activity IDP, located in the appendices.

5-2. Assigning Courses to Skill Codes

Skill codes represent sets of compliance training areas. Most compliance training areas do not require a separate training course. A single training event can address multiple training areas. Table 5-1 shows an example of how the compliance training areas are matched to an appropriate course. The lower portion of the figure illustrates the skill codes correlated directly to the training course.

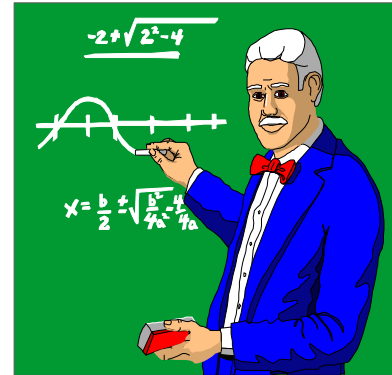


Table 5-1. Example Skill Code and Required Course Crosswalk

SKILL CODE	COMPLIANCE TRAINING AREAS	REQUIRED COURSES
E01	Hazard Communication	Unit Environmental Awareness Workshop
	First Responder: Awareness Level	
	Unit Environmental Awareness	
E02	Hazard Communication	Dangerous Waste Management Workshop
	Dangerous Waste Generator	
	HAZMAT Employee	Spill Prevention and Response Workshop
	HAZWOPER: Operations Level	
Stormwater and Oil Water Separator	Stormwater/Oil Separator Workshop	
	↓	
SKILL CODE	REQUIRED COURSES	
E02	Dangerous Waste Management Workshop	←
	Spill Prevention and Response Workshop	←
	Stormwater/Oil Water Separator Workshop	←

Table 5-2 is a consolidated listing of skill codes and the required environmental courses. Descriptions for each required environmental training course are provided in the next section, Course Descriptions.

Table 5-2: Skill Code and Required Environmental Course Crosswalk

SKILL CODE	REQUIRED COURSES
E01	Environmental Awareness Workshop
E02	Dangerous Waste Management Workshop and Refresher
	Spill Prevention and Response Workshop and Refresher
	Stormwater/Oil Water Separator Workshop
E03	Dangerous Waste Management Workshop and Refresher
	Spill Prevention and Response Workshop and Refresher
	Stormwater/Oil Water Separator Workshop
E04	Dangerous Waste Management Workshop and Refresher
	Hazardous Materials Driver Training and Refresher
	Hazardous Materials Packaging and Handling and Refresher
	Spill Prevention and Response Workshop and Refresher
E05	Dangerous Waste Management Workshop and Refresher
	Hazardous Materials Packaging and Handling and Refresher
	Spill Prevention and Response Workshop and Refresher
E06	Dangerous Waste Management Workshop and Refresher
	Spill Prevention and Response Workshop and Refresher
E07	Dangerous Waste Management Workshop and Refresher
	Hazardous Materials Driver Training and Refresher
	Hazardous Materials Packaging and Handling and Refresher
	Spill Prevention and Response Workshop and Refresher
E08	Fuel Handler Training and Refresher
	Spill Prevention and Response Workshop and Refresher
E09	Ammunition Handler Training and Refresher
E10	Environmental Awareness Workshop
E11	Environmental Compliance Officer Training
	Train-the Trainer Workshop (Optional)
E12	Train-the-Trainer Workshop

5-3. Course Descriptions

Each course offered by the WAARNG or other approved source is summarized below.

a. Ammunition Handler Certification Course is designed to certify personnel who may handle or transport ammunition for the WAARNG. The course focuses on ammunition identification, proper handling, inventory, storage procedures, and Ammunition Supply Point (ASP) pick-up procedures. A proctor approved by the Ft. Lewis Office of munitions must administer all testing for this training. Training is held every second and last Thursday of each month. Course modules are available for **up to 8 to 16 hours** of training.

b. Ammunition Handler Refresher Course is designed to ensure that personnel responsible for ammunition handling or transport are knowledgeable in ammunition

identification, proper handling, inventory, storage, and other procedures necessary for safe and compliant handling of ammunition for the WAARNG. Course modules are available for **1 to 4 hours** of training.

c. **Dangerous Waste Management Workshop** is designed to meet hazardous chemical management, waste management, HAZMAT Employee, and hazard communication training requirements as prescribed in WAC 173-303-330, AR 200-1, RCRA, DOT, and OSHA regulations. The workshop is required for anyone, who works with or is exposed to hazardous materials. The course materials cover laws, regulations, and policies regarding hazardous material handling, storage, and transportation. The workshop introduces the student to terminology, chemical concepts, health effects, storage criteria, best management practices, and hazardous materials and waste management. Course modules are available for **up to 32 hours** of training.

d. **Dangerous Waste Management Refresher Workshop** is designed to acquaint waste handlers to key concepts, regulations, and policies related to hazardous chemical management, waste management, HAZMAT Employee, and hazard communication training requirements as set in WAC 173-303-33, AR 200-1, RCRA, DOT, and OSHA regulations. Course modules are available for **up to 8 hours** of training.

e. **Hazardous Materials Driver Training** course is designed to certify WAARNG personnel who may transport hazardous materials. The course focuses on DOT regulations regarding hazardous material transport to include proper documentation, placarding requirements, vehicle inspection, vehicle loading and unloading, and vehicle operation and security. An appointed UECO or Trainer approved by the EOTM will be able to administer all training and testing for this course. Course modules are available **up to 8 hours** of training.

f. **Hazardous Materials Driver Refresher Training** course is designed to acquaint those personnel responsible for hazardous material transport for the WAARNG with the DOT regulations, documentation, and other requirements necessary for proper hazardous material transport. Course modules are available for **1 to 4 hours** training.

g. **Environmental Compliance Officer/Train-the-Trainer (ECO/T3) Certification Workshop** is designed to teach the full-time environmental staff, ECOs, and the Unit Environmental Trainers how to properly train ECO materials. Students are presented the ECO training course and how to be an effective trainer. Course modules are available to provide **up to 40 hours** of ECO/T3 training.

h. **Fuel Handler Training Course** is designed to certify personnel who engage in transporting, handling, or dispensing fuels for the WAARNG. The course material includes safety and health considerations of refueling operations, transportation regulations and guidelines, proper refueling procedures, and fire safety. UECO and or Trainer must first attend this course given on Ft. Lewis or be trained by EOTM. Then when approved by the EOTM, UECO and or Trainers may train and administer all testing for this course. Course modules are available for **up to 24 hours** of training.

i. **Fuel Handler Refresher Training Course** is designed to ensure that personnel handling, transporting, and dispensing operations fuel are aware of the safety and health considerations of fuel handling, transportation regulations, and proper procedures for dispensing fuel. Course modules are available for **1 to 4 hours** of training.

j. **Hazardous Materials Packaging and Handling Certification Course.** Only DoD component schools only offer the Hazardous Materials Packaging and Handling Certification course, unless otherwise approved. This course is **80 hours**. The following DoD schools are approved to offer this course:

- Dean, School of Military Packaging and Technology
U.S. Army Ordnance Center and School
3071 Aberdeen Blvd.
Aberdeen Proving Ground, MD 21005-5100
DSN: 298-2232 Commercial: 410-278-2232
Web address: <http://www.apg.army.mil/SMTPDown.htm>.
- Naval Supply Corps School
1425 Prince Ave.
Athens, GA 30606
DSN: 588-7240 Commercial: 706-354-7240
Web address: http://academics.nscs.com/academics/ShoreTraining/schedule_hazmat.htm
- USACE Professional Development Support Center
Box 1600
Huntsville, AL 35807-4301
DSN: 760-7404 Commercial: 256-895-7404
Web address: <http://www.hnd.usace.army.mil>
- Department of the Army
Defense Ammunition Center (Training Directorate)
1C Tree Road
McAlester, OK 74501-9053
DSN: 956-8931 Commercial: 918-420-8931
Web address: <http://www.dac.army.mil/as>

k. **Hazardous Materials Packaging and Handling Certification Refresher Course** must be retaken every two years according to DoD Regulation 4500.9-R, Part III, Chapter 204E. The above referenced schools should provide refresher training to maintain certification.

l. **Spill Prevention and Response Workshop** is designed to meet hazardous waste operations and emergency response requirements of WAC 296-62-30410 and AR 200-1, paragraph 3-3d(4). The workshop introduces hazardous materials handlers, responders, and their supervisors to the regulatory requirements and best management practices for responding to either an “incident” and/or an actual “emergency” to a hazardous material and/or hazardous

chemical spill event. Course modules are available to provide **8 hour and/or 16 hour** blocks of training.

m. **Spill Prevention and Response Refresher Workshop** is designed to reacquaint hazardous materials handlers, responders, and their supervisors to the regulatory requirements of responding to either an “incident” and/or an actual “emergency” to a hazardous material and/or hazardous chemical spill event. Course modules are available to provide **4 hour and/or 8 hour** blocks of training.

n. **Stormwater/Oil Water Separator Training** course is designed for personnel in charge of inspecting the storm drains and oil-water separators to ensure the facility complies with NEPA, Stormwater, and Oil Pollution regulations. The training will consist of training on the Stormwater Pollution Prevention Plan and inspection/sampling procedures. Course modules are available for **up to eight hours** of training.

o. **Unit Environmental Awareness Training** is designed to teach the traditional soldiers the WAARNG Environmental Compliance Program at every level during a typical drill weekend. The course introduces the traditional soldier to their environmental responsibilities, and teaches WAARNG-specific pollution prevention actions, hazardous materials and hazardous waste management, and other environmental concerns important to the WAARNG. Course modules are available to provide **up to 16 hours** of environmental awareness training.

p. **HAZMAT Basic Workshop** is designed to consolidate Hazcom, Spill Response and Waste Management training. This course will give the students a basic understanding of Hazcom, how to respond to a spill and how to manage dangerous waste.

5-4. Training Plan Development

a. The job function and required training classes make the Individual Development Plan (IDP). The IDP breaks down each unit/activity and assigns required training classes to specific job functions. At this time, the IDP form is a hard (paper) copy, which the unit/activity ETM fills in the information requested in the correct fields. A database is being developed which allows the unit/activity ETM to select a job function, type in the name, social security number, and appointment date of an individual into the IDP. The database then completes the rest of the form. In an example, Figure 5-1, the columns with italicized fonts are for the ETM to complete. The rest of the information has been determined through the WAARNG training plan development process. Once the ETM identifies in the IDP who needs training, he/she must register the personnel with the EOTM by sending the respective IDPs via mail or email.

Position	Skill Code	Name	SSN	Appt. Date	Required Classes	Within	Training Interval	Date Required	Date Registered	Date Completed	Refresher Date
Shop Chief	E02	Billy Thornton	534-05-0003	10/11/00	Dangerous Waste Management Workshop	6 mo.	Annually	4/11/01	12/10/00	3/15/01	3/15/02
					Spill Prevention and Response Workshop	6 mo.	Annually				
					Stormwater/Oil Water Separator Workshop	6 mo.	Initial				NA

Figure 5-1. Example of an Individual Development Plan

b. Implementing the Training Plan. The Commander and the ETM are responsible for implementing the CETP at each level of command. Training Plans are provided in Appendices B-G for each command (e.g., Brigade, Battalion, Company, Activity, and WAARNG State Maintenance). Each appendix consists of a Training Plan that is formatted with step-by-step instructions for execution of the Training Plan.

Chapter 6

Documenting Training

6-1. Introduction

a. Documentation provides a continuous record of training and validates the training program. Documentation enables an ETM to:

(1) Show regulatory inspectors that the unit/activity has complied with mandated training requirements

(2) Monitor and evaluate the status of the environmental training program

(3) Modify or revise the training plan to meet changing personnel needs

b. It is essential to document the actions and decisions made during the entire process. The record maintained on an ongoing basis is usually referred to as the **audit trail**. The audit trail is maintained throughout the lifetime of the program.

c. The chapter identifies the environmental training records that must be readily available at all times. It also identifies how long the files must be maintained and the quality control procedures needed to ensure proper documentation.

6-2. Required Records.

a. Training records should be complete and include the following information:

(1) The dates courses were presented

(2) The names of the students

(3) The names of those students successfully completing each course

(4) The number of training certificates issued to each successful student

b. Other suggested information to include with training records is:

(1) The course agenda

(2) Table of contents

(3) Course description

(4) The course materials for each course attended by your employees

c. All personnel have a personnel file, in that file there should be a section where training certificates can be placed. The original certificates should be kept there. For the sake of Environmental training records, all units will maintain a totally separate file for environmental records to include environmental training. The ETM would place all the rosters of training conducted in that year.

d. The ETM will also forward a copy of the roster to the EOTM. The reason for the separate environmental file is to prevent the Department of Ecology from seizing all files, documents, computers that contain any environmental records to include training records. The environmental records should be stored in a place that is accessible to all, especially inspectors. The training records like the MSDS should be achieved for 30 years. If an employee returns after separation or retirement with an illness there will be documentation indicating the training involving hazardous materials and waste the employee completed. If no training records are available, the ETM will create files/records for the training program. **EACH EMPLOYEE MUST HAVE A TRAINING RECORD.** The training records will store training documentation and require maintenance and control.

6-3. Employee Individual Training Files

a. The training records for each employee will contain a minimum of the following documents:

(1) IDP

(2) Copies of certificates from completed training (original certificates should be returned to students)

b. The ETM will also maintain a master file that contains copies of the following documents:

(1) Verification of Training Form (MIL FORM 512): MIL FORM 512, Figure 6-1, is to be filled out by the ETM and/or trainer at the completion of training and a copy forwarded to the EOTM.

(2) Environmental Training IDP: A copy of this form is found in Appendix B through G for each level's respective training plan. The EOTM will implement and/or facilitate environmental training events for the WAARNG in two ways:

(a) The EOTM will develop, schedule, and implement periodic environmental training events. Units and activities will receive an environmental training calendar for centralized schedules classes.

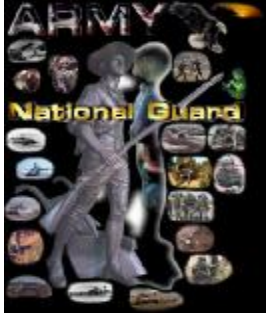
(b) The EOTM will deliver, or have delivered, individualized training to units and activities unable to make it to the schedules training events.

(c) Each Training Event will be placed on a Learning Management Center. Students will be enrolled in the desired course. Then all student and course information will then be stored in the LMS.

(3) Fiscal Training Calendar. All training records must be maintained for a **minimum of five years** after the date the individual participated in the training program. Then achieved for 30 years.

6-4. Quality Control

The ETM will review training records every **six months** to ensure that IDPs are current, training is completed or is scheduled, and all documentation is included within the IDP.



Verification of Training

This verifies that the following has received the training indicated below. This training provides the attendees with the knowledge to perform the tasks indicated in the training for the purpose of complying with environmental regulations, improving job performance, and cutting cost.

Training Topic: _____

Of Personnel Requiring Training : _____

Of Personnel Trained Today: _____

% Of Personnel Trained Today: _____%

Date of Training: _____ Training Outline Located: _____

Place of Training:

Persons Trained: (Please Print)

Job Title and Unit:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

MIL FORM 512 16 Nov 01 (1of2)
(WAARNG Pam 200-2)

Figure 6-1. Sample Verification of Training (MIL FORM 512)

Chapter 7

Evaluating Training

7-1. Introduction

a. The evaluation phase provides critical feedback to ensure that training improves performance on the job. Evaluation is a continuing process through all of the phases of instructional development. This chapter addresses a critical component of the evaluation process: the post-training evaluation.

b. Post-training evaluation measures the outcome(s), or result, of the training. The outcome may be measured in the form of an attitude, knowledge or skill, a job behavior, or an effect on the organization.

c. The EOTM will primarily use evaluations as a post-training activity. The methods used to accomplish this are student post-training evaluation forms, and Internal and External Compliance Assessments (ICAS and ECAS). The student evaluation forms are used to provide feedback to the EOTM directly from the students. The ICAS and ECAS assessment programs provide post-training on-the-job behavior performance and end-results evaluation. These evaluations are used to identify strengths and weaknesses in the WAARNG's environmental compliance and training programs.

7-2. On-the-Job Performance and End-Results Evaluation

a. On-the-job performance evaluation methods evaluate the application of learning. The methods used in this evaluation track behavioral change. Most of the designs for tracking behavioral change require baseline information gathered before training to compare to the post-training results.

b. End-results evaluation methods evaluate the impact of a training effort in operational terms. This is accomplished by determining whether training is having an effect on job performance or determining which type of training is having the greatest positive impact on operations.

c. Because the ETM needs management support or assistance to conduct On-the-Job Performance Evaluations and End-Results Evaluations, this section primarily addresses the methods associated with the Reaction Evaluation.

7-3. Reaction Evaluation Methods

Reaction Evaluation Methods indicate whether the trainee valued the training. This information is crucial because the trainees' degree of satisfaction may determine whether they will use what they have learned. There are two primary Reaction Evaluation Methods:

a. Trainee Evaluation Form (MIL FORM 513): These evaluations are distributed and completed at the end of a training session to solicit the trainees' reaction to the design and delivery of the training. The ETM and/or Unit Trainer will distribute MIL FORM 513, Figure

7-1, at the completion of each training event. Trainees will fill out the evaluation and return the form to the ETM and/or Unit Trainer. The trainee evaluation forms will be jointly reviewed by the ETM and the EOTM at the completion of each training event.

b. Follow-up Interviews (MIL FORM 514): These evaluations are conducted one or two weeks after the training to solicit the trainees' reaction. This method requires designing prepared questions to provide consistent data. The ETM will distribute the MIL FORM 514, Figure 7-2, to the trainees one to two weeks after the training. The trainees will fill out the follow-up interview form and return the form to the ETM. The follow-up interview forms will be jointly reviewed by the ETM and the EOTM.

NOTE

Blank MIL FORMS are located on the WA-NG Intranet Publications page..

Trainee Evaluation Form

(Name of Training) _____

(Name of Trainer) _____

Date _____

Student Name (Optional) _____

Thank you for attending this workshop. Please rate the following items.

A. WORKSHOP

POOR **EXCELLENT**

↓ ↓

1. Relevance to your job 1 2 3 4 5 6 7 8 9

2. Usefulness of materials 1 2 3 4 5 6 7 8 9

3. Amount of practice 1 2 3 4 5 6 7 8 9

4. Amount of lecture 1 2 3 4 5 6 7 8 9

5. Amount of fun 1 2 3 4 5 6 7 8 9

6. Pacing 1 2 3 4 5 6 7 8 9

Comments: _____

B. COURSE LEADER

POOR **EXCELLENT**

↓ ↓

1. Knowledge 1 2 3 4 5 6 7 8 9

2. Presentation skills 1 2 3 4 5 6 7 8 9

3. Enthusiasm 1 2 3 4 5 6 7 8 9

4. Warmth and friendliness 1 2 3 4 5 6 7 8 9

5. Handling of the group 1 2 3 4 5 6 7 8 9

6. Listening skills 1 2 3 4 5 6 7 8 9

7. Willingness to help 1 2 3 4 5 6 7 8 9

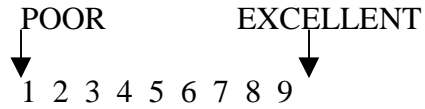
8. Organization/time management skills 1 2 3 4 5 6 7 8 9

Comments: _____

MIL FORM 513 16Nov2002 (1of2)
(WA ARNG Pam 200-2)

Figure 7-1. Sample Trainee Evaluation Form

C. SUMMARY



1. Overall Rating of Workshop

2. Overall Rating of Course Leader

3. If you had to make just one suggestion for improvement to the workshop, what would it be?

4. If you had to make just one suggestion for improvement to the course leader what would it be?

Figure 7-1. Sample Trainee Evaluation Form – Continued

FOLLOW-UP INTERVIEW

(Name of Training) _____ (Date) _____

(Name of Trainer) _____

Student Name (Optional) _____

Please answer each of the questions below so that we can improve the course for future trainees.

1. What did you like most about the training?

2. What did you like least about the training?

3. What information have you used on the job?

4. What information was not helpful?

5. What would you do to improve the course?

Please return to: (Name)
 (Address)

MIL FORM 514 16Nov01
(WAARNG Pam 200-2)

Figure 7-2. Example of a Follow-up Interview

Appendix A References

State Regulations

The Washington Department of Ecology (WDOE) and the Washington Department of Labor and Industries (WDLI) regulate environmental and safety requirements, respectively, in Washington State. The Environmental Protection Agency (EPA) and Occupational Safety and Health Administration (OSHA) have both authorized the state of Washington to manage environmental, safety, and health programs at the state level. The state of Washington agencies have the authority to inspect, evaluate, and enforce the requirements of the WAARNG environmental training program as it relates to local, state, and federal requirements. State environmental training requirements are codified in various chapters of the Washington Administrative Code (WAC). The CETP complies with the training requirements of the following chapters of the WAC, which are described in more detail in Chapter 2:

- WAC 173-180 – Spill Prevention, Control and Countermeasures Planning and Oil Spill Prevention (SPCCP and OSP)
- WAC 173-303 – Dangerous waste management
- WAC 173-307 – Pollution prevention
- WAC 296-62 – Hazardous waste operations
- WAC 296-65 – Asbestos
- WAC 317-21 – Oil Spill Prevention

Federal Regulations

There are four federal agencies that have environmental and safety training oversight. They are EPA, OSHA, the Department of Transportation (DOT) and the Coast Guard. Each agency has its own title in the Code of Federal Regulations (CFR). They are as follows:

- Coast Guard – Title 33
- DOT – Title 49
- EPA – Title 40
- OSHA – Title 29

The CETP addresses the requirements of and is in compliance with the following federal regulations:

- 29 CFR 1910.120 – Hazardous waste operations and emergency response
- 29 CFR 1910.1200 – Hazard communication
- 40 CFR 82 – Air conditioner technicians
- 40 CFR 112 – Oil and hazardous substances spills
- 40 CFR 171 – Pesticide applications
- 40 CFR 262 – Hazardous waste generators
- 40 CFR 763 – Asbestos management
- 49 CFR 172 – Hazardous materials employees
- 49 CFR 177 – Hazardous materials carriers

Military Regulations

There are various military regulations and directives requiring environmental and safety related training requirements. Army Regulation 200-1, Environmental Quality, Environmental Protection and Enhancement (AR 200-1) consolidate all of these training requirements together under its implementation authority. Enforcement of military regulations on Army and WAARNG property is the responsibility of the host installation and their Major Command (MACOM). The CETP addresses the requirements of and is in compliance with the following military environmental and safety training requirements:

- AR 200-1, paragraph 8-3f – Asbestos workers
- AR 200-1, paragraph 3-3d(4) – Spill response team
- AR 200-1, paragraph 15-14a – Hazard communication
- AR 200-1, paragraph 5-3c(2) – Hazardous materials transportation
- AR 200-1, paragraph 4-6h – Lead workers
- AR 200-1, paragraph 4-4c – PCB training
- AR 200-1, paragraph 4-5g – Storage tanks
- AR 200-1, paragraph 1-27a(15) – Environmental Compliance Officers
- AR 200-1, paragraph 1-27a(14) – Environmental compliance awareness

DODI 4150.7 - M and P – Pesticide application

Appendix B

BRIGADE TRAINING PLAN

B-1. Introduction

The Washington Army National Guard (WAARNG) must meet or exceed environmental training requirements in order to fulfill its operational commitments. Failure to meet these environmental requirements may result in fines, penalties, poor public image, or reduced training time. Therefore, it is in the best overall interest of WAARNG personnel to comply with this environmental training pamphlet.

B-2. Responsibilities

a. **Brigade Commander.** The Brigade Commander will appoint a Brigade Environmental Training Manager.

b. **Brigade Environmental Training Manager (ETM).** The Brigade ETM will:

(1) Identify and register personnel requiring environmental training as described in the Individual Development Plan, see Figure B-1

(2) Maintain the Brigade's Environmental Record Keeping Program

Step 1. Develop the Training Plan

Figure B-1 shows a sample of a Brigade Individual Development Plan (IDP) that consolidates all WAARNG required environmental training requirements into one matrix and crosswalks job titles with specific required environmental courses. This approach takes out all guesswork of identifying applicable personnel training. The Brigade ETM's role is to fill in the appropriate information in the correct field and forward the IDP to the WAARNG Environmental Office Training Manager (EOTM). The ETM fills in the name, social security number, and appointment date of an individual into the IDP. Figure B-2 shows a sample of a completed IDP.

Course implementation, except for Unit Environmental Awareness Training, is the responsibility of the EOTM.

Step 2. Register and Attend Training

After completing the IDP, forward it to the EOTM. The ETM will schedule Brigade personnel to attend applicable WAARNG sponsored environmental courses.

Send the IDP via mail or email to the following addresses:

FMO-Environmental, Building 36
Attention: Environmental Office Training Manager
Camp Murray
Tacoma, WA 98430-5054

The ETM will contact appropriate personnel with special instructions for course attendance, when required.

Step 3. Document Training

Training records should be complete and include the following:

- The dates courses were presented
- The names of the individual course attendees
- The names of those students successfully completing each course
- The number of training certificates issued to each successful student

Other suggested information to include with training records is:

- The course agenda
- Table of contents
- Course description
- The course content for each course attended by your employees

If no training records are available, the ETM will create files/records for the training program. **EACH EMPLOYEE MUST HAVE A TRAINING RECORD.** The training records will store training documentation, and require maintenance and control.

B-3. Employee Individual Training Files

The training records for each employee will contain at a **minimum** the following documents:

- IDP
- Copies of certificates from completed training (original certificates should be returned to and retained by the students)

The ETM will also maintain a master file that contains copies of the following documents:

- Verification of Training Form (MIL FORM 512): The form is to be filled out by the ETM at the completion of training and a copy forwarded to the EOTM.
- Environmental Training IDP (Figure B-1)
- Fiscal Year Training Calendar

NOTE

*All training records must be maintained for a minimum of **five years** after the date the individual participated in the training program.*

Individual Development Plan										
Position	Skill Code	Name	SSN	Appointment Date	Required Classes	Training Interval	Date Required (Within 6 months of appointment)	Date Registered	Date Completed	Refresher Date
Brigade Commander	E01				Hazard Communication First Responder: Awareness Level Unit Environmental Awareness	Annual				
Executive Officer	E01				Hazard Communication First Responder: Awareness Level Unit Environmental Awareness	Annual				
Support Platoon Leader	E01				Hazard Communication First Responder: Awareness Level Unit Environmental Awareness	Annual				
Command Sergeant Major	E01				Hazard Communication First Responder: Awareness Level Unit Environmental Awareness	Annual				
Chemical/Signal Officer/NCO	E01				Hazard Communication First Responder: Awareness Level Unit Environmental Awareness	Annual				
Supply Sergeant	E02				Dangerous Waste Management Workshop	Annual				
					Spill Prevention and Response Workshop	Annual				
					Storm Water/Oil Water Separator Workshop	Initial				
Support Platoon Sergeant	E02				Dangerous Waste Management Workshop	Annual				
					Spill Prevention and Response Workshop	Annual				
					Storm Water/Oil Water Separator Workshop	Initial				
Armorer	E02				Dangerous Waste Management Workshop	Annual				
					Spill Prevention and Response Workshop	Annual				
					Storm Water/Oil Water Separator Workshop	Initial				
Medical and Field Sanitation Teams	E07				HAZCOM	Annual				
					Spill Prevention and Response Workshop	Annual				
					HAZMAT/DOT Transporter	Biennial				
Fuelers	E08				HAZCOM	Annual				
					Spill Prevention and Response Workshop	Annual				
					HAZMAT/DOT Transporter	Biennial				
					Fuel Handler Training	Annual				

Figure B-1. Sample of Brigade Individual Development Plan

Individual Development Plan										
Position	Skill Code	Name	SSN	Appointment Date	Required Classes	Training Interval	Date Required (Within 6 months of appointment)	Date Registered	Date Completed	Refresher Date
Ammunition Transporter/Handler	E09				HAZCOM	Annual				
					HAZMAT/DOT Transporter	Biennial				
					Ammunition Handler	Annual				
Environmental Compliance Officer (ECO)	E11				Environmental Compliance Officer Training	Biennial				
					Train-the-Trainer Workshop (Optional)	Initial				
Environmental Trainer	E12				Train-the-Trainer Workshop	Initial				

Position	Skill Code	Required Training	Training Interval	Date Performed	Instructor/Facilitator	Number of Personnel Present	Percent of Strength
Traditional Soldiers	E10	Environmental Awareness Workshop	Annual				
Traditional Soldiers	E10	Environmental Awareness Workshop	Annual				
Traditional Soldiers	E10	Environmental Awareness Workshop	Annual				
Traditional Soldiers	E10	Environmental Awareness Workshop	Annual				

Figure B-1. Sample of Brigade Individual Development Plan -- Continued

Individual Development Plan										
Position	Skill Code	Name	SSN	Appointment Date	Required Classes	Training Interval	Date Required (Within 6 months of appointment)	Date Registered	Date Completed	Refresher Date
Shop Chief	E02	Thornton, Billy	534-05-0003	10/11/00	Dangerous Waste Management Workshop	Annual	4/11/01	12/10/00	3/15/01	3/15/02
					Spill Prevention and Response Workshop	Annual				
					Storm Water/Oil Water Separator Workshop	Initial				NA

Figure B-2. Sample Individual Development Plan

Appendix C

BATTALION TRAINING PLAN

C-1. Introduction

The Washington Army National Guard (WAARNG) must meet or exceed environmental training requirements in order to fulfill its operational commitments. Failure to meet these environmental requirements may result in fines, penalties, poor public image, or reduced training time. Therefore, it is in the best overall interest of WAARNG personnel to comply with this environmental training pamphlet.

C-2. Responsibilities

a. **Battalion Commander.** The Battalion Commander will appoint a Battalion Environmental Training Manager.

b. **Battalion Environmental Training Manager(ETM).** The Battalion ETM will:

(1) Identify and register personnel requiring environmental training as described in the Individual Development Plan, see Figure C-1.

(2) Maintain the Battalion's Environmental Record Keeping Program

Step 1. Develop the Training Plan

Figure C-1 shows a sample of a Battalion Individual Development Plan (IDP) that consolidates all WAARNG required environmental training requirements into one matrix and crosswalks job titles with specific required environmental courses. This approach takes out all guesswork of identifying applicable personnel training. The Battalion ETM's role is to fill in the appropriate information in the correct field and forward the IDP to the WAARNG Environmental Office Training Manager (EOTM). The ETM fills in the name, social security number, and appointment date of an individual into the IDP. Figure C-2 shows a sample of a completed IDP.

Course implementation, except for Unit Environmental Awareness Training, is the responsibility of the EOTM.

Step 2. Register and Attend Training

After completing the IDP, forward it to the EOTM. The ETM will schedule Battalion personnel to attend applicable WAARNG sponsored environmental courses.

Send the IDP via mail or email to the following addresses:

FMO-Environmental, Building 36
Attention: Environmental Office Training Manager
Camp Murray
Tacoma, WA 98430-5054

The ETM will contact appropriate personnel with special instructions for course attendance, when required.

Step 3. Document Training

Training records should be complete and include the following:

- The dates courses were presented
- The names of the individual course attendees
- The names of those students successfully completing each course
- The number of training certificates issued to each successful student

Other suggested information to include with training records is:

- The course agenda
- Table of contents
- Course description
- The course content for each course attended by your employees

If no training records are available, the ETM will create files/records for the training program. **EACH EMPLOYEE MUST HAVE A TRAINING RECORD.** The training records will store training documentation, and require maintenance and control.

C-3. Employee Individual Training Files

The training records for each employee will contain at a **minimum** the following documents:

- IDP
- Copies of certificates from completed training (original certificates should be returned to and retained by the students)

The ETM will also maintain a master file that contains copies of the following documents:

- Verification of Training Form (MIL FORM 512): The form is to be filled out by the ETM at the completion of training and a copy forwarded to the EOTM.
- Environmental Training IDP (Figure C-1)
- Fiscal Year Training Calendar

NOTE

*All training records must be maintained for a minimum of **five years** after the date the individual participated in the training program.*

Individual Development Plan										
Position	Skill Code	Name	SSN	Appointment Date	Required Classes	Training Interval	Date Required (Within 6 months of appointment)	Date Registered	Date Completed	Refresher Date
Battalion Commander	E01				Hazard Communication First Responder: Awareness Level Unit Environmental Awareness	Annual				
Executive Officer	E01				Hazard Communication First Responder: Awareness Level Unit Environmental Awareness	Annual				
Support Platoon Leader	E01				Hazard Communication First Responder: Awareness Level Unit Environmental Awareness	Annual				
Command Sergeant Major	E01				Hazard Communication First Responder: Awareness Level Unit Environmental Awareness	Annual				
Chemical/Signal Officer/NCO	E01				Hazard Communication First Responder: Awareness Level Unit Environmental Awareness	Annual				
Supply Sergeant	E02				Dangerous Waste Management Workshop	Annual				
					Spill Prevention and Response Workshop	Annual				
					Storm Water/Oil Water Separator Workshop	Initial				
Support Platoon Sergeant	E02				Dangerous Waste Management Workshop	Annual				
					Spill Prevention and Response Workshop	Annual				
					Storm Water/Oil Water Separator Workshop	Initial				
Armorer	E02				Dangerous Waste Management Workshop	Annual				
					Spill Prevention and Response Workshop	Annual				
					Storm Water/Oil Water Separator Workshop	Initial				
Medical and Field Sanitation Teams	E07				HAZCOM	Annual				
					Spill Prevention and Response Workshop	Annual				
					HAZMAT/DOT Transporter	Biennial				
Fuelers	E08				HAZCOM	Annual				
					Spill Prevention and Response Workshop	Annual				
					HAZMAT/DOT Transporter	Biennial				
					Fuel Handler Training	Annual				

Figure C-1. Sample of Battalion Individual Development Plan

Individual Development Plan										
Position	Skill Code	Name	SSN	Appointment Date	Required Classes	Training Interval	Date Required (Within 6 months of appointment)	Date Registered	Date Completed	Refresher Date
Ammunition Transporter/Handler	E09				HAZCOM	Annual				
					HAZMAT/DOT Transporter	Biennial				
					Ammunition Handler	Annual				
Environmental Compliance Officer (ECO)	E11				Environmental Compliance Officer Training	Biennial				
					Train-the-Trainer Workshop (Optional)	Initial				
Environmental Trainer	E12				Train-the-Trainer Workshop	Initial				

Position	Skill Code	Required Training	Training Interval	Date Performed	Instructor/Facilitator	Number of Personnel Present	Percent of Strength
Traditional Soldiers	E10	Environmental Awareness Workshop	Annual				
Traditional Soldiers	E10	Environmental Awareness Workshop	Annual				
Traditional Soldiers	E10	Environmental Awareness Workshop	Annual				
Traditional Soldiers	E10	Environmental Awareness Workshop	Annual				

Figure C-1. Sample of Battalion Individual Development Plan -- Continued

Individual Development Plan										
Position	Skill Code	Name	SSN	Appointment Date	Required Classes	Training Interval	Date Required (Within 6 months of appointment)	Date Registered	Date Completed	Refresher Date
Shop Chief	E02	Thornton, Billy	534-05-0003	10/11/00	Dangerous Waste Management Workshop	Annual	4/11/01	12/10/00	3/15/01	3/15/02
					Spill Prevention and Response Workshop	Annual				
					Storm Water/Oil Water Separator Workshop	Initial				NA

Figure C-2. Sample Individual Development Plan

Appendix D

COMPANY TRAINING PLAN

D-1. Introduction

The Washington Army National Guard (WAARNG) must meet or exceed environmental training requirements in order to fulfill its operational commitments. Failure to meet these environmental requirements may result in fines, penalties, poor public image, or reduced training time. Therefore, it is in the best overall interest of WAARNG personnel to comply with this environmental training pamphlet.

D-2. Responsibilities.

a. **Company Commander.** The Company Commander will appoint a Company Environmental Training Manager.

b. **Company Environmental Training Manager(ETM).** The Company ETM will:

(1) Identify and register personnel requiring environmental training as described in the Individual Development Plan, see Figure D-1.

(2) Maintain the Company's Environmental Record Keeping Program

Step 1. Develop the Training Plan

Figure D-1 shows a sample of a Company Individual Development Plan (IDP) that consolidates all WAARNG required environmental training requirements into one matrix and crosswalks job titles with specific required environmental courses. This approach takes out all guesswork of identifying applicable personnel training. The Company ETM's role is to fill in the appropriate information in the correct field and forward the IDP to the WAARNG Environmental Office Training Manager (EOTM). The ETM fills in the name, social security number, and appointment date of an individual into the IDP. Figure D-2 shows a sample of a completed IDP.

Course implementation, except for Unit Environmental Awareness Training, is the responsibility of the EOTM.

Step 2. Register and Attend Training

After completing the IDP, forward it to the EOTM. The ETM will schedule Company personnel to attend applicable WAARNG sponsored environmental courses.

Send the IDP via mail or email to the following addresses:

FMO-Environmental, Building 36
Attention: Environmental Office Training Manager
Camp Murray
Tacoma, WA 98430-5054

The ETM will contact appropriate personnel with special instructions for course attendance, when required.

Step 3. Document Training

Training records should be complete and include a variety of information. This information includes the following:

- The dates courses were presented
- The names of the individual course attendees
- The names of those students successfully completing each course
- The number of training certificates issued to each successful student

Other suggested information to include with training records is:

- The course agenda
- Table of contents
- Course description
- The course content for each course attended by your employees

If no training records are available, the training manager will create files/records for the training program. **EACH EMPLOYEE MUST HAVE A TRAINING RECORD.** The training records will be used to store training documentation, and require maintenance and control.

D-3. Employee Individual Training Files

The training records for each employee will contain at a **minimum** the following documents:

- IDP
- Copies of certificates from completed training (original certificates should be returned to and retained by the students)

The ETM will also maintain a master file that contains copies of the following documents:

- Verification of Training Form (MIL FORM 512): The form is to be filled out by the ETM at the completion of training and a copy forwarded to the EOTM.
- Environmental Training IDP (Figure D-1)
- Fiscal Year Training Calendar

NOTE

*All training records must be maintained for a minimum of **five years** after the date the individual participated in the training program.*

Individual Development Plan										
Position	Skill Code	Name	SSN	Appointment Date	Required Classes	Training Interval	Date Required (Within 6 months of appointment)	Date Registered	Date Completed	Refresher Date
Company Commander	E01				Hazard Communication First Responder: Awareness Level Unit Environmental Awareness	Annual				
Executive Officer	E01				Hazard Communication First Responder: Awareness Level Unit Environmental Awareness	Annual				
Support Platoon Leader	E01				Hazard Communication First Responder: Awareness Level Unit Environmental Awareness	Annual				
First Sergeant	E01				Hazard Communication First Responder: Awareness Level Unit Environmental Awareness	Annual				
Supply Sergeant	E02				Dangerous Waste Management Workshop	Annual				
					Spill Prevention and Response Workshop	Annual				
					Storm Water/Oil Water Separator Workshop	Initial				
Support Platoon Sergeant	E02				Dangerous Waste Management Workshop	Annual				
					Spill Prevention and Response Workshop	Annual				
					Storm Water/Oil Water Separator Workshop	Initial				
Armorer	E02				Dangerous Waste Management Workshop	Annual				
					Spill Prevention and Response Workshop	Annual				
					Storm Water/Oil Water Separator Workshop	Initial				
Medical and Field Sanitation Teams	E07				HAZCOM	Annual				
					Spill Prevention and Response Workshop	Annual				
					HAZMAT/DOT Transporter	Biennial				
Fuelers	E08				HAZCOM	Annual				
					Spill Prevention and Response Workshop	Annual				
					HAZMAT/DOT Transporter	Biennial				
					Fuel Handler Training	Annual				

Figure D-1. Sample of Company Individual Development Plan

Individual Development Plan										
Position	Skill Code	Name	SSN	Appointment Date	Required Classes	Training Interval	Date Required (Within 6 months of appointment)	Date Registered	Date Completed	Refresher Date
Ammunition Transporter/Handler	E09				HAZCOM	Annual				
					HAZMAT/DOT Transporter	Biennial				
					Ammunition Handler	Annual				
Environmental Compliance Officer (ECO)	E11				Environmental Compliance Officer Training	Biennial				
					Train-the-Trainer Workshop (Optional)	Initial				
Environmental Trainer	E12				Train-the-Trainer Workshop	Initial				

Position	Skill Code	Required Training	Training Interval	Date Performed	Instructor/Facilitator	Number of Personnel Present	Percent of Strength
Traditional Soldiers	E10	Environmental Awareness Workshop	Annual				
Traditional Soldiers	E10	Environmental Awareness Workshop	Annual				
Traditional Soldiers	E10	Environmental Awareness Workshop	Annual				
Traditional Soldiers	E10	Environmental Awareness Workshop	Annual				

Figure D-1. Sample of Company Individual Development Plan -- Continued

Individual Development Plan										
Position	Skill Code	Name	SSN	Appointment Date	Required Classes	Training Interval	Date Required (Within 6 months of appointment)	Date Registered	Date Completed	Refresher Date
Shop Chief	E02	Thornton, Billy	534-05-0003	10/11/00	Dangerous Waste Management Workshop	Annual	4/11/01	12/10/00	3/15/01	3/15/02
					Spill Prevention and Response Workshop	Annual				
					Storm Water/Oil Water Separator Workshop	Initial				NA

Figure D-2. Sample Individual Development Plan

Appendix E

ACTIVITY (DCSLOG-M, DCSLOG-S, AASFS) TRAINING PLAN

E-1. Introduction

The Washington Army National Guard (WAARNG) must meet or exceed environmental training requirements in order to fulfill its operational commitments. Failure to meet these environmental requirements may result in fines, penalties, poor public image, or reduced training time. Therefore, it is in the best overall interest of WAARNG personnel to comply with this environmental training pamphlet.

E-2. Responsibilities.

a. **Activity Commander.** The Activity Commander will appoint an Activity Environmental Training Manager.

b. **Activity Environmental Training Manager(ETM).** The Activity ETM will:

(1) Identify and register personnel requiring environmental training as described in the Individual Development Plan, see Figure E-1.

(2) Maintain the Activities Environmental Record Keeping Program

Step 1. Develop the Training Plan

Figure E-1 shows a sample of an Activity Individual Development Plan (IDP) that consolidates all WAARNG required environmental training requirements into one matrix and crosswalks job titles with specific required environmental courses. This approach takes out all guesswork of identifying applicable personnel training. The Company ETM's role is to fill in the appropriate information in the correct field and forward the IDP to the WAARNG Environmental Office Training Manager (EOTM). The ETM fills in the name, social security number, and appointment date of an individual into the IDP. Figure E-2 shows a sample of a completed IDP.

Course implementation, except for Unit Environmental Awareness Training, is the responsibility of the EOTM.

Step 2. Register and Attend Training

After completing the IDP, forward it to the EOTM. The ETM will schedule Activity personnel to attend applicable WAARNG sponsored environmental courses.

Send the IDP via mail or email to the following addresses:

FMO-Environmental, Building 36
Attention: Environmental Office Training Manager
Camp Murray
Tacoma, WA 98430-5054

The ETM will contact appropriate personnel with special instructions for course attendance, when required.

Step 3. Document Training

Training records should be complete and include a variety of information. This information includes the following:

- The dates courses were presented
- The names of the individual course attendees
- The names of those students successfully completing each course
- The number of training certificates issued to each successful student

Other suggested information to include with training records is:

- The course agenda
- Table of contents
- Course description
- The course content for each course attended by your employees

If no training records are available, the training manager will create files/records for the training program. **EACH EMPLOYEE MUST HAVE A TRAINING RECORD.** The training records will be used to store training documentation, and require maintenance and control.

E-3. Employee Individual Training Files

The training records for each employee will contain at a **minimum** the following documents:

- IDP
- Copies of certificates from completed training (original certificates should be returned to and retained by the students)

The ETM will also maintain a master file that contains copies of the following documents:

- Verification of Training Form (MIL FORM 512): The form is to be filled out by the ETM at the completion of training and a copy forwarded to the EOTM.
- Environmental Training IDP (Figure E-3)
- Fiscal Year Training Calendar

NOTE

*All training records must be maintained for a minimum of **five years** after the date the individual participated in the training program.*

Individual Development Plan										
Position	Skill Code	Name	SSN	Appointment Date	Required Classes	Training Interval	Date Required (Within 6 months of appointment)	Date Registered	Date Completed	Refresher Date
Activity Superintendent	E01				Hazard Communication First Responder: Awareness Level Unit Environmental Awareness	Annual				
Maintenance Supervisor	E02				Dangerous Waste Management Workshop	Annual				
					Spill Prevention and Response Workshop	Annual				
					Storm Water/Oil Water Separator Workshop	Initial				
Supply Sergeant	E02				Dangerous Waste Management Workshop	Annual				
					Spill Prevention and Response Workshop	Annual				
					Storm Water/Oil Water Separator Workshop	Initial				
Mechanic/Parts Clerk	E03				Dangerous Waste Management Workshop	Annual				
					Spill Prevention and Response Workshop	Annual				
					Storm Water/Oil Water Separator Workshop	Initial				
HAZMAT Technicians	E04				Dangerous Waste Management Workshop	Annual				
					Hazardous Materials Driver Training	Biennial				
					Hazardous Materials Packaging & Handling	Biennial				
					Spill Prevention and Response Workshop	Annual				
Shipping & Receiving	E05				Dangerous Waste Management Workshop	Annual				
					Hazardous Materials Packaging & Handling	Biennial				
					Spill Prevention and Response Workshop	Annual				
Warehouse & Laborers	E06				Dangerous Waste Management Workshop	Annual				
					Spill Prevention and Response Workshop	Annual				
HAZMAT Transporters	E07				Dangerous Waste Management Workshop	Annual				
					Spill Prevention and Response Workshop	Annual				
					Hazardous Materials Packaging & Handling	Biennial				
					Hazardous Materials Driver Training	Biennial				
Fuelers	E08				Fuel Handler Training	Annual				
					Hazardous Materials Driver Training	Biennial				
					Spill Prevention and Response Workshop	Annual				

Figure E-1. Sample of Activity Individual Development Plan

Individual Development Plan										
Position	Skill Code	Name	SSN	Appointment Date	Required Classes	Training Interval	Date Required (Within 6 months of appointment)	Date Registered	Date Completed	Refresher Date
Ammunition Transporter/Handler	E09				Ammunition Handler Training	Annual				
					Hazardous Materials Driver Training	Biennial				
Environmental Compliance Officer (ECO)	E11				Environmental Compliance Officer Training	Biennial				
					Train-the-Trainer Workshop (Optional)	Initial				
Environmental Trainer	E12				Train-the-Trainer Workshop	Initial				

Position	Skill Code	Required Training	Training Interval	Date Performed	Instructor/Facilitator	Number of Personnel Present	Percent of Strength
Traditional Soldiers	E10	Environmental Awareness Workshop	Annual				
Traditional Soldiers	E10	Environmental Awareness Workshop	Annual				
Traditional Soldiers	E10	Environmental Awareness Workshop	Annual				
Traditional Soldiers	E10	Environmental Awareness Workshop	Annual				

Figure E-1. Sample of Activity Individual Development Plan -- Continued

Individual Development Plan										
Position	Skill Code	Name	SSN	Appointment Date	Required Classes	Training Interval	Date Required (Within 6 months of appointment)	Date Registered	Date Completed	Refresher Date
Shop Chief	E02	Thornton, Billy	534-05-0003	10/11/00	Dangerous Waste Management Workshop	Annual	4/11/01	12/10/00	3/15/01	3/15/02
					Spill Prevention and Response Workshop	Annual				
					Storm Water/Oil Water Separator Workshop	Initial				NA

Figure E-2. Sample Individual Development Plan

Appendix F

WAARNG STATE MAINTENANCE (FMO) TRAINING PLAN

F-1. Introduction

The Washington Army National Guard (WAARNG) must meet or exceed environmental training requirements in order to fulfill its operational commitments. Failure to meet these environmental requirements may result in fines, penalties, poor public image, or reduced training time. Therefore, it is in the best overall interest of WAARNG personnel to comply with this environmental training pamphlet.

F-2. Responsibilities.

a. Facility Operations & Maintenance Manager (FAC OPS & MAIN MGR). The WAARNG State Maintenance Commander will appoint a WAARNG State Environmental Training Manager.

b. State Maintenance Environmental Training Manager(ETM). The WAARNG State Maintenance ETM will:

(1) Identify and register personnel requiring environmental training as described in the Individual Development Plan, see Figure F-1.

(2) Maintain the WAARNG State Maintenance (FMO) Training Plan's Environmental Record Keeping Program

Step 1. Develop the Training Plan

Figure F-1 shows a sample of a WAARNG State Maintenance Individual Development Plan (IDP) that consolidates all WAARNG required environmental training requirements into one matrix and crosswalks job titles with specific required environmental courses. This approach takes out all guesswork of identifying applicable personnel training. The Company ETM's role is to fill in the appropriate information in the correct field and forward the IDP to the WAARNG Environmental Office Training Manager (EOTM). The ETM fills in the name, social security number, and appointment date of an individual into the IDP. Figure F-2 shows a sample of a completed IDP.

Course implementation, except for Unit Environmental Awareness Training, is the responsibility of the EOTM.

Step 2. Register and Attend Training

After completing the IDP, forward it to the EOTM. The ETM will schedule Company personnel to attend applicable WAARNG sponsored environmental courses.

Send the IDP via mail or email to the following addresses:

FMO-Environmental, Building 36
Attention: Environmental Office Training Manager
Camp Murray
Tacoma, WA 98430-5054

The ETM will contact appropriate personnel with special instructions for course attendance, when required.

Step 3. Document Training

Training records should be complete and include a variety of information. This information includes the following:

- The dates courses were presented
- The names of the individual course attendees
- The names of those students successfully completing each course
- The number of training certificates issued to each successful student

Other suggested information to include with training records is:

- The course agenda
- Table of contents
- Course description
- The course content for each course attended by your employees

If no training records are available, the training manager will create files/records for the training program. **EACH EMPLOYEE MUST HAVE A TRAINING RECORD.** The training records will be used to store training documentation, and require maintenance and control.

F-3. Employee Individual Training Files

The training records for each employee will contain at a **minimum** the following documents:

- IDP
- Copies of certificates from completed training (original certificates should be returned to and retained by the students)

The ETM will also maintain a master file that contains copies of the following documents:

- Verification of Training Form (MIL FORM 512): The form is to be filled out by the ETM at the completion of training and a copy forwarded to the EOTM.
- Environmental Training IDP (Figure F-1)
- Fiscal Year Training Calendar

NOTE

*All training records must be maintained for a minimum of **five years** after the date the individual participated in the training program.*

Individual Development Plan										
Position	Skill Code	Name	SSN	Appointment Date	Required Classes	Training Interval	Date Required (Within 6 months of appointment)	Date Registered	Date Completed	Refresher Date
Facility Operators & Maintenance Manager	E02				Dangerous Waste Management Workshop	Annual				
					Spill Prevention and Response Workshop	Annual				
					Storm Water/Oil Water Separator Workshop	Initial				
Plant Mechanic/ General Repair	E06				Dangerous Waste Management Workshop	Annual				
					Spill Prevention and Response Workshop	Annual				
Electrician	E06				Dangerous Waste Management Workshop	Annual				
					Spill Prevention and Response Workshop	Annual				
HVAC Technician	E06				Dangerous Waste Management Workshop	Annual				
					Spill Prevention and Response Workshop	Annual				
Security Guard	E06				Dangerous Waste Management Workshop	Annual				
					Spill Prevention and Response Workshop	Annual				

Position	Skill Code	Required Training	Training Interval	Date Performed	Instructor/Facilitator	Number of Personnel Present	Percent of Strength
Traditional Soldiers	E10	Environmental Awareness Workshop	Annual				
Traditional Soldiers	E10	Environmental Awareness Workshop	Annual				
Traditional Soldiers	E10	Environmental Awareness Workshop	Annual				
Traditional Soldiers	E10	Environmental Awareness Workshop	Annual				

Figure F-1. Sample of WAARNG State Maintenance (FMO) Training Plan Individual Development Plan

Individual Development Plan										
Position	Skill Code	Name	SSN	Appointment Date	Required Classes	Training Interval	Date Required (Within 6 months of appointment)	Date Registered	Date Completed	Refresher Date
Shop Chief	E02	Thornton, Billy	534-05-0003	10/11/00	Dangerous Waste Management Workshop	Annual	4/11/01	12/10/00	3/15/01	3/15/02
					Spill Prevention and Response Workshop	Annual				
					Storm Water/Oil Water Separator Workshop	Initial				NA

Figure F-2. Sample Individual Development Plan

Appendix G

WAARNG ENVIRONMENT STAFF (FTM) AND M-DAY TRAINING PLAN

G-1. Introduction

The Washington Army National Guard (WAARNG) must meet or exceed environmental training requirements in order to fulfill its operational commitments. Failure to meet these environmental requirements may result in fines, penalties, poor public image, or reduced training time. Therefore, it is in the best overall interest of WAARNG personnel to comply with this environmental training pamphlet.

G-2. Responsibilities.

a. Assistant Director for Environment Programs. The Assistant Director for Environment Programs will appoint an Environmental Office Training Manager (EOTM)

b. CO for STARC Environmental. The M-Day Commander in Charge of the Environmental Office will appoint an Environmental Training Manager (ETM):

c. Environmental Office Environmental Training Manger (EMT): The Environmental Office EOTM will:

(1) Identify and register personnel requiring environmental training as described in the Individual Development Plan, see Figure G-1.

(2) Maintain the WAARNG Environment Staff (FTM) and M-Day Environmental Record Keeping Program

Step 1. Develop the Training Plan

Figure G-1 shows a sample of a WAARNG Environmental Staff (FTM) and M-Day Individual Development Plan (IDP) that consolidates all WAARNG required environmental training requirements into one matrix and crosswalks job titles with specific required environmental courses. This approach takes out all guesswork of identifying applicable personnel training. The Company ETM's role is to fill in the appropriate information in the correct field and forward the IDP to the WAARNG Environmental Office Training Manager (EOTM). The ETM fills in the name, social security number, and appointment date of an individual into the IDP. Figure G-2 shows a sample of a completed IDP.

Course implementation, except for Unit Environmental Awareness Training, is the responsibility of the EOTM.

Step 2. Register and Attend Training

After completing the IDP, forward it to the EOTM. The ETM will schedule Company personnel to attend applicable WAARNG sponsored environmental courses.

Send the IDP via mail or email to the following addresses:

FMO-Environmental, Building 36
Attention: Environmental Office Training Manager
Camp Murray
Tacoma, WA 98430-5054

The ETM will contact appropriate personnel with special instructions for course attendance, when required.

Step 3. Document Training

Training records should be complete and include a variety of information. This information includes the following:

- The dates courses were presented
- The names of the individual course attendees
- The names of those students successfully completing each course
- The number of training certificates issued to each successful student

Other suggested information to include with training records is:

- The course agenda
- Table of contents
- Course description
- The course content for each course attended by your employees

If no training records are available, the training manager will create files/records for the training program. **EACH EMPLOYEE MUST HAVE A TRAINING RECORD.** The training records will be used to store training documentation, and require maintenance and control.

G-3. Employee Individual Training Files

The training records for each employee will contain at a **minimum** the following documents:

- IDP
- Copies of certificates from completed training (original certificates should be returned to and retained by the students)

The ETM will also maintain a master file that contains copies of the following documents:

- Verification of Training Form (MIL FORM 512): The form is to be filled out by the ETM at the completion of training and a copy forwarded to the EOTM.
- Environmental Training IDP (Figure G-1)
- Fiscal Year Training Calendar

NOTE

*All training records must be maintained for a minimum of **five years** after the date the individual participated in the training program.*

Individual Development Plan										
Position	Skill Code	Name	SSN	Appointment Date	Required Classes	Training Interval	Date Required (Within 6 months of appointment)	Date Registered	Date Completed	Refresher Date
Assistant Director Environmental Programs/CO of STARC Environmental	E02				Dangerous Waste Generators Workshop	Annual				
					Spill Prevention and Response Workshop	Annual				
					Storm Water/Oil Water Separator Workshop	Initial				
					HAZCOM	Annual				
Environmental Protection Specialist	E06				Dangerous Waste Generators Workshop	Annual				
					Storm Water/Oil Water Separator Workshop	Initial				
					Spill Prevention and Response Workshop	Annual				
					HAZCOM	Annual				
Hazmat Technician	E06				Dangerous Waste Generators Workshop	Annual				
					Spill Prevention and Response Workshop	Annual				
					HAZCOM	Annual				
					80 hr Hazardous Materials Transportation	Biennial				
					Sampling Procedures	Annual				
					Storm Water/Oil Water Separator Workshop	Initial				
Dangerous Waste Manager	E06				Dangerous Waste Generators Workshop	Annual				
					Spill Prevention and Response Workshop	Annual				
					HAZCOM	Annual				
					80 hr Hazardous Materials Transportation	Biennial				
					Sampling Procedures	Annual				
Hydro-geologist	E06				Dangerous Waste Generators Workshop	Annual				
					Spill Prevention and Response Workshop	Annual				
					HAZCOM	Annual				
					Sampling Procedures	Annual				
Environmental Training Manager	E06				Dangerous Waste Generators Workshop	Annual				
					Spill Prevention and Response Workshop	Annual				
					HAZCOM	Annual				
					Sampling Procedures	Annual				
					GIS	Annual				
					CRM Training	Annual				
Environmental Intern	E06				Dangerous Waste Generators Workshop	Annual				
					Spill Prevention and Response Workshop	Annual				
					HAZCOM	Annual				
					Sampling Procedures	Annual				
					Storm Water/Oil Water Separator Workshop	Initial				

Figure G-1. Sample of WAARNG Environmental Staff (FTM) and M-Day Training Plan Individual Development Plan

Position	Skill Code	Required Training	Training Interval	Date Performed	Instructor/Facilitator	Number of Personnel Present	Percent of Strength
Traditional Soldiers	E10	Environmental Awareness Workshop	Annual				
Traditional Soldiers	E10	Environmental Awareness Workshop	Annual				
Traditional Soldiers	E10	Environmental Awareness Workshop	Annual				
Traditional Soldiers	E10	Environmental Awareness Workshop	Annual				

Figure G-1. Sample of WAARNG Environmental Staff (FTM) and M-Day Training Plan Individual Development Plan -- Continued

Individual Development Plan										
Position	Skill Code	Name	SSN	Appointment Date	Required Classes	Training Interval	Date Required (Within 6 months of appointment)	Date Registered	Date Completed	Refresher Date
Shop Chief	E02	Thornton, Billy	534-05-0003	10/11/00	Dangerous Waste Management Workshop	Annual	4/11/01	12/10/00	3/15/01	3/15/02
					Spill Prevention and Response Workshop	Annual				
					Storm Water/Oil Water Separator Workshop	Initial				NA

Figure G-2. Sample Individual Development Plan

Glossary

Section I Abbreviations

AASF

Army Aviation Support Facility

ADEP

Assistant Director of Environmental Programs

Ammo

Ammunition

AO

Administrative Officer

AR

Army Regulation

ASP

Ammunition Supply Point

AT

Annual Training

CETP

Consolidated Environmental Training Pamphlet

CFR

Code of Federal Regulations

CPR

Cardio Pulmonary Resuscitation

CSMS

Combined Support Maintenance Shop

DCSLOG

Deputy Chief of Staff Logistics

DOD

Department of Defense

DODI

Department of Defense Instruction

DOT

Department of Transportation

DW

Dangerous Waste

ECAS

External Compliance Assessment System

ECO

Environmental Compliance Officer

EOTM

Environmental Office Training Manager

EPA

Environmental Protection Agency

ETM

Environmental Training Manager

FIFRA

Federal Insecticide, Fungicide and Rodenticide Act

HAZCOM

Hazard Communication

HAZMAT

Hazardous Materials

HAZWOPER

Hazardous Waste Operations and Emergency Response

HM

Hazardous Material

HMMP

Hazardous Materials Management Plan

HW

Hazardous Waste

ICAS

Internal Compliance Assessment System

IDP

Individual Development Plan

IDT

Inactive Duty Training

ISCP

Installation Spill Contingency Plan

LBP

Lead-Based Paint

MACOM

Major Command

MATES

Mobilization and Training Equipment Site

MSDS

Material Safety Data Sheet

MVAC

Motor Vehicle Air Conditioning

NCO

Non-Commissioned Officer

NEPA

National Environmental Policy Act

NGB

National Guard Bureau

NPDES

National Pollution Discharge Elimination System

ODC

Ozone Depleting Chemical

ODS

Ozone Depleting Substance

OMS

Organizational Maintenance Shop

OSHA

Occupational Safety and Health Administration

OSP

Oil Spill Prevention

P2

Pollution Prevention

PCB

Polychlorinated Biphenyls

RCRA

Resource Conservation and Recovery Act

SOP

Standing Operating Procedure

SPCCP

Spill Prevention, Control, and Countermeasures Plan

T3

Train-the-Trainer

TAG

The Adjutant General

TM

Technical Manual

TSDF

Treatment, Storage, and Disposal Facility

UT

Unit Trainer

UTES

Unit Training Equipment Site

WAARNG

Washington Army National Guard

WAC

Washington Administrative Code

WDOE

Washington Department of Ecology

WDLI

Washington Department of Labor and Industries

WISHA

Washington Industrial Safety and Health Act

XO

Executive Officer

Section II**Terms**

This section contains no entries

Section III**Special Abbreviations and Terms**

This section contains no entries