

S

ENGINEERING CHANGE NOTICE

Page 1 of _____

1. ECN **656653**Proj.
ECN

2. ECN Category (mark one) Supplemental <input type="radio"/> Direct Revision <input checked="" type="radio"/> Change ECN <input type="radio"/> Temporary <input type="radio"/> Standby <input type="radio"/> Supersedeure <input type="radio"/> Cancel/Void <input type="radio"/>	3. Originator's Name, Organization, MSIN, and Telephone No. Fen Simmons/16E00/S6-81/372-0413		4. USQ Required? <input type="radio"/> Yes <input checked="" type="radio"/> No	5. Date 11/22/1999
	6. Project Title/No./Work Order No. HNF-423663 FMS 12/3/99		7. Bldg./Sys./Fac. No. WESF	8. Approval Designator NA
	9. Document Numbers Changed by this ECN (includes sheet no. and rev.) HNF-4206 Rev 0		10. Related ECN No(s). NA	11. Related PO No. NA
	12a. Modification Work <input type="radio"/> Yes (fill out Blk. 12b) <input checked="" type="radio"/> No (NA Blks. 12b, 12c, 12d)		12b. Work Package No. NA	12c. Modification Work Completed NA Design Authority/Cog. Engineer Signature & Date

13a. Description of Change

13b. Design Baseline Document? ☐ Yes ☒ No

This revision updates the training plan to the latest revision of HNF-PRO-459 Rev 2.

14a. Justification (mark one) Criteria Change <input type="radio"/> Design Improvement <input type="radio"/> Environmental <input checked="" type="radio"/> Facility Deactivation <input type="radio"/> As-Found <input type="radio"/> Facilitate Const. <input type="radio"/> Const. Error/Omission <input type="radio"/> Design Error/Omission <input type="radio"/>	14b. Justification Details Updating the document was done to coincide with the update of HNF-PRO-459, Rev. 2.
--	--

15. Distribution (include name, MSIN, and no. of copies)
See distribution sheet

RELEASE STAMP

DEC 03 1999	
DATE:	HANFORD
STA: 2	RELEASE
ID. 18	

ENGINEERING CHANGE NOTICE

Page 2 of _____

1. ECN (use no. from pg. 1)

656653

16. Design Verification Required

☐ Yes

☒ No

17. Cost Impact

ENGINEERING

Additional ☐ \$ NA

Savings ☐ \$ NA

CONSTRUCTION

Additional ☐ \$ NA

Savings ☐ \$ NA

18. Schedule Impact (days)

Improvement ☐ NA

Delay ☐ NA

19. Change Impact Review: Indicate the related documents (other than the engineering documents identified on Side 1) that will be affected by the change described in Block 13. Enter the affected document number in Block 20.

SDD/DD	<input type="checkbox"/>	Seismic/Stress Analysis	<input type="checkbox"/>	Tank Calibration Manual	<input type="checkbox"/>
Functional Design Criteria	<input type="checkbox"/>	Stress/Design Report	<input type="checkbox"/>	Health Physics Procedure	<input type="checkbox"/>
Operating Specification	<input type="checkbox"/>	Interface Control Drawing	<input type="checkbox"/>	Spares Multiple Unit Listing	<input type="checkbox"/>
Criticality Specification	<input type="checkbox"/>	Calibration Procedure	<input type="checkbox"/>	Test Procedures/Specification	<input type="checkbox"/>
Conceptual Design Report	<input type="checkbox"/>	Installation Procedure	<input type="checkbox"/>	Component Index	<input type="checkbox"/>
Equipment Spec.	<input type="checkbox"/>	Maintenance Procedure	<input type="checkbox"/>	ASME Coded Item	<input type="checkbox"/>
Const. Spec.	<input type="checkbox"/>	Engineering Procedure	<input type="checkbox"/>	Human Factor Consideration	<input type="checkbox"/>
Procurement Spec.	<input type="checkbox"/>	Operating Instruction	<input type="checkbox"/>	Computer Software	<input type="checkbox"/>
Vendor Information	<input type="checkbox"/>	Operating Procedure	<input type="checkbox"/>	Electric Circuit Schedule	<input type="checkbox"/>
OM Manual	<input type="checkbox"/>	Operational Safety Requirement	<input type="checkbox"/>	ICRS Procedure	<input type="checkbox"/>
FSAR/SAR	<input type="checkbox"/>	IEFD Drawing	<input type="checkbox"/>	Process Control Manual/Plan	<input type="checkbox"/>
Safety Equipment List	<input type="checkbox"/>	Cell Arrangement Drawing	<input type="checkbox"/>	Process Flow Chart	<input type="checkbox"/>
Radiation Work Permit	<input type="checkbox"/>	Essential Material Specification	<input type="checkbox"/>	Purchase Requisition	<input type="checkbox"/>
Environmental Impact Statement	<input type="checkbox"/>	Fac. Proc. Samp. Schedule	<input type="checkbox"/>	Tickler File	<input type="checkbox"/>
Environmental Report	<input type="checkbox"/>	Inspection Plan	<input type="checkbox"/>	NA	<input checked="" type="checkbox"/>
Environmental Permit	<input type="checkbox"/>	Inventory Adjustment Request	<input type="checkbox"/>		<input type="checkbox"/>

20. Other Affected Documents: (NOTE: Documents listed below will not be revised by this ECN.) Signatures below indicate that the signing organization has been notified of other affected documents listed below.

Document Number/Revision

Document Number/Revision

Document Number/Revision

NA

NA

NA

21. Approvals

Signature

Date

Signature

Date

Design Authority

Cog. Eng. Fen Simmons

Cog. Mgr. Paul Saueressig

QA

Safety

Environ.

Other

Design Agent

PE

QA

Safety

Design

Environ.

Other

DEPARTMENT OF ENERGY

Signature or a Control Number that tracks the Approval Signature

ADDITIONAL

WESF DANGEROUS WASTE TRAINING PLAN

F.M. SIMMONS

FLUOR DANIEL HANFORD, INC.

Richland, WA 99352

U.S. Department of Energy Contract DE-AC06-96RL13200

EDT/ECN: 656653

UC: 630

Org Code: 16E00

Charge Code: 101279

B&R Code: EW02J1120

Total Pages: 25

Key Words: WESF, Dangerous Waste Training Plan, <90 day pad, pool, cells
Process cells A-G, Miscellaneous Storage Unit

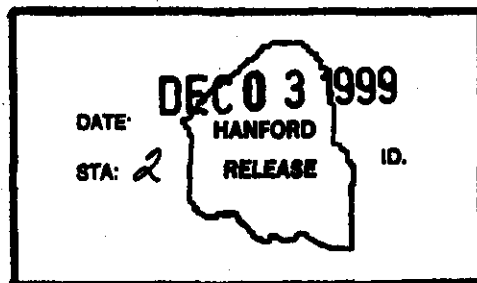
Abstract:

This training plan describes general requirements, worker categories, and provides course descriptions for operation of the WESF permitted miscellaneous storage units, and the <90 day accumulation areas.

TRADEMARK DISCLAIMER. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise, does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof or its contractors or subcontractors.

Printed in the United States of America. To obtain copies of this document, contact: Document Control Services, P.O. Box 950, Mailstop H6-08, Richland WA 99352, Phone (509) 372-2420; Fax (509) 376-4989.

Barbara Volchi 12/3/99
Release Approval Date



Release Stamp

Approved For Public Release

DISTRIBUTION SHEET

To	From	Page	of
DISTRIBUTION	F.M. SIMMONS	Date	11/22/1999
Project Title/Work Order		EDT No.	615534
DANGEROUS WASTE TRAINING PLAN FOR WESF		ECN No.	

[illegible]

RECORD OF REVISION

(1) Document Number

HNF-4263

Page 1

(2) Title

WESF DANGEROUS WASTE TRAINING PLAN

Change Control Record

(3) Revision

(4) Description of Change - Replace, Add, and Delete Pages

Authorized for Release

(5) Cog. Engr.

(6) Cog. Mgr.

Date _____

RG 1

(7) COMPLETE REVISION *ECN656653*

En. Lennin Paul J. Sanchez 12/3/99

**WASTE MANAGEMENT PROJECT
WASTE ENCAPSULATION STORAGE FACILITY (WESF)
DANGEROUS WASTE TRAINING PLAN**

**Manual
Page
Effective Date**

**HNF-4263, Rev. 1
iii of iv
12/99**



F. M. Simmons, Environmental Compliance Officer

11/22/99

Date



R. W. Reddinger, Training Manager

11-22-99

Date



B. Oldfield, WESF Project Manager

11/30/99

Date

CONTENTS

CONTENTS	iv
1.0 INTRODUCTION.....	1
2.0 SCOPE	1
3.0 DEFINITIONS.....	1
4.0 RESPONSIBILITIES	1
4.1 Project Manager	1
4.2 Training Manager	2
4.3 Line Managers	2
4.4 Training Personnel	2
4.5 WESF Personnel.....	2
5.0 TRAINING PROGRAM	3
5.1 General Training Requirements.....	3
5.2 Training Plan Content Requirements	3
5.3 Worker Categories	4
5.4 Job Descriptions and Qualifications	4
5.4.1 All Employees.....	5
5.4.2 General Worker	5
5.4.3 Advanced General Worker.....	6
5.4.4 General Manager	6
5.4.5 General Administrator	7
5.5 Training Course Requirements.....	8
5.6 Emergency Response Training.....	8
5.7 Non-Hanford Facility Personnel	8
5.8 Documentation of Training	8
5.8.1 Disposition of Training	9
5.8.2 Access to Training Records.....	9
5.8.3 Determining Current Training Status	9
5.9 Updating the Dangerous Waste Training Plan	9
5.10 Resource Conservation and Recovery Act (RCRA) Course Descriptions.....	10
6.0 REFERENCES	11
7.0 ATTACHMENTS	11
ATTACHMENT 1 INFORMATION ABOUT RCRA (DANGEROUS WASTE) TRAINING COURSES	12
ATTACHMENT 2 WASTE WORKER CATEGORIES & RCRA REQUIRED COURSES MATRIX	19

TABLES

Table 1. Applicability of WAC 173-303-330(1)(d).	8
Table 2. Courses Driven by WAC 173-303 Requirements.	10

1.0 INTRODUCTION

Washington Administrative Code (WAC), Chapter 173-303-330 of the *Dangerous Waste Regulations* requires a written training plan for the operation of dangerous waste management units. WAC 173-303-200, "Accumulating Dangerous Waste On-Site," requires compliance with WAC 173-303-330, "Personnel Training." This WESF Dangerous Waste Training Plan (DWTP), in conjunction with Chapter 8.0 of the Hanford Facility Dangerous Waste Permit Application, General Information Portion (DOE/RL-91-28), complies with the requirements of WAC 173-303. This plan is written to comply with the PHMC implementing procedure, HNF-PRO-459, *Environmental Training*.

WESF regulated units are managed as generator units under WAC 173-303-200. WESF manages permitted miscellaneous storage waste units under WAC 173-303-680.

2.0 SCOPE

This DWTP applies to personnel who perform work at, or in support of WESF. The plan, along with the names of personnel, may be given to a regulatory agency inspector upon request. General workers, subcontractors, or visiting personnel who have not been trained in the management of dangerous wastes must be accompanied by an individual who meets the requirements of this training plan. Dangerous waste management includes handling, treatment, storage, and/or disposal of dangerous and/or mixed waste. Dangerous waste management units covered by this plan include:

- Less-than-90-Day Accumulation Area(s)
- Pool Cells 1-8 and 12 Storage Units
- Process Cells A-G Storage Units

This training plan describes general requirements, worker categories, and provides course descriptions for operation of the WESF permitted miscellaneous storage units and the Less-than-90-Day Accumulation Areas.

3.0 DEFINITIONS

None

4.0 RESPONSIBILITIES

A dangerous waste generator must provide personnel training as directed by WAC-173-303-330. Fluor Daniel Hanford (FDH) Site Training is responsible for developing the general Hanford Site program of classroom instruction. Facility managers are responsible for developing a program for unit/building-specific training that supplements the Hanford Site training program. Ultimate responsibility for a compliant dangerous waste training program at WESF rests with the WESF Project Manager.

4.1 Project Manager

The WESF Project Manager has the functional responsibility for meeting the training requirements of WAC 173-303-330 and Condition II.C of the Hanford Facility RCRA Permit.

4.2 Training Manager

The training manager has overall responsibility for establishing, conducting, and administering the training program for WESF to ensure personnel are trained to fulfill the responsibilities of their job assignments.

4.3 Line Managers

All managers, under the direction of the WESF Project Manager, are responsible for:

- a. Determining required training for personnel assigned to WESF based on job assignment and responsibilities.
- b. Ensuring that personnel assigned to WESF receive required initial training, continuing training, and refresher training as needed to be qualified to perform assigned duties in dangerous waste management.
- c. Ensuring that up-to-date personnel training records for assigned personnel are maintained by Integrated Management Information Systems (IMIS).

4.4 Training Personnel

Training personnel are responsible for:

- a. Reviewing training requirements whenever regulations change, or annually at a minimum, for adherence to regulations, and to ensure the requirements reflect the current systems, procedures, and policies applicable to each position;
- b. Developing and conducting training on new and existing systems or equipment using a systematic approach to training. Training design, development, and implementation are based on learning objectives derived from the analysis of the specific job/task. Training is provided using classroom instruction, on-the-job training, required reading, computer-based training methods, and/or by providing drills. Training is developed and provided by personnel knowledgeable in dangerous waste management policies and/or procedures.

4.5 WESF Personnel

WESF and WESF support personnel are responsible for:

- a. Working with their managers to define applicable training
- b. Completing necessary training to gain/maintain qualifications.

5.0 TRAINING PROGRAM

5.1 General Training Requirements

General requirements of the WESF dangerous waste training program include the following.

- a. Personnel must be instructed to perform duties in compliance with WAC 173-303.
- b. Instruction must be conducted by a person knowledgeable of dangerous waste management procedures, and the training must be relevant to the employee's position.
- c. A facility-specific program is required for non-escorted personnel and must include instruction to familiarize personnel with applicable procedures (inspection plans, operating procedures, etc.), container management practices, spill response, and emergency equipment, systems, and procedures. An annual review of the Building Emergency Plans and supporting procedures/guides maintained at the unit/building will satisfy the spill response and emergency procedure review.
- d. New employees must receive training within six months of employment at, transfer to, or reassignment within WESF, and must be supervised until training is completed. Personnel-in-training will not make decisions that could affect facility safety. Personnel performing work who do not meet all training requirements for a specific job or task must be supervised by a qualified person until they have.
- e. Employees must receive appropriate annual refresher training.
As new requirements are identified and indicated in this training plan, WESF personnel will comply with the new requirements within 6 months of the effective date of the requirement.

5.2 Training Plan Content Requirements

WAC 173-303-330(2) requires the training plan to contain the following or to reference its location.

- a. Job title, job description, and the name of the employee filling each job/position related to dangerous waste management at the facility. The job description must include the requisite skills, education, other qualifications, and duties for each position.
- b. A written description of the type and amount of both introductory and continuing training required for each position.
- c. Records documenting that facility personnel have received and completed the training required by this section.

This training plan references the location of the following:

- Attachment 1 contains information about dangerous waste training courses
- Attachment 2 is a matrix that identifies which RCRA courses are required for each waste worker category
- Records that document completion of training requirements are maintained by the IMIS organization within FDH Training

Sections 5.3 through 5.7 describe how these requirements are met at WESF.

5.3 Worker Categories

WESF personnel are categorized into five worker positions to properly assign training that is commensurate with their duties and responsibilities. Personnel duties and responsibilities may overlap between categories. When overlaps occur, personnel will complete applicable courses from each category that applies. The determining factor for placing personnel in a specific worker category is the corresponding job duties. The worker categories are:

- a. All Employees
- b. General Workers
- c. Advanced General Workers
- d. General Managers
- e. General Administrators

General Administrators may be assigned one or more areas of responsibility, as described in Section 5.4.5. The four areas of responsibility may be performed by someone in one worker position (e.g., Environmental Compliance Officer) or may be performed by those in two or more worker positions (e.g., Environmental Compliance Officer, Hazardous Material Specialist, etc.).

The descriptions of job duties for each category are general in nature. However, the descriptions do provide adequate specifics that can be matched to individual job titles or job positions commonly found at the Hanford Site. The responsibilities for personnel categorized as General Workers, Advanced General Workers, General Managers, and General Administrators are provided because these categories are directly associated with the safe and compliant management of dangerous and/or mixed waste at WESF.

In general, all personnel require a high school diploma or General Educational Development (GED). Personnel filling exempt management or engineering positions may require a college degree with two or more years of industry experience.

Many prerequisites exist for these positions. In some cases, a college degree may be waived as a prerequisite requirement. An equivalent combination of education and experience also may be accepted. Additional information regarding specific prerequisites can be provided on request. The following sections describe, within the appropriate worker category, the job titles and a brief position description of personnel at the facility who are categorized as All Employees, General Workers, Advanced General Workers, General Managers, and General Administrators.

5.4 Job Descriptions and Qualifications

All personnel are assigned a job title (from the salaried nonexempt or bargaining unit classifications) or a position (from the exempt classifications). Each job or position description includes requisite skills, work experience, education, other qualifications, and a list of duties and/or responsibilities. The FDH

Human Resources Department maintains information regarding work experience, education and other qualifications required for all jobs and positions.

Personnel who are assigned duties in one of the four worker categories (General Worker, Advanced General Worker, General Manager, General Administrator) and become delinquent in their training, must be supervised by a trained person until the retraining is successfully completed. Upon re-qualification, the person may be allowed to resume previously assigned duties. Employees must complete training within six months of employment at, transfer to, or reassignment within WESF, and must be supervised by a trained person until completion of training.

Training (course) requirements are maintained in the PHMC Training Matrix (TMX) system for the individuals currently performing work in each of the categories (i.e., General Worker, Advanced General Worker, General Manager, and General Administrator). The TMX will serve as the training requirements and completion documentation method for all -waste management personnel. Therefore, names of specific employees filling each position, and their specific training requirements and completion are not listed in this plan. However, that information is listed in the TMX, which is maintained by facility management and is available upon request.

Facility managers are responsible for reviewing training requirements when personnel change positions or assume new job responsibilities, when changes are made to this training plan (other than editorial changes), or annually, as a minimum. Updates to the training requirements are made as necessary.

5.4.1 All Employees

WESF personnel designated as "All Employees" are not categorized into one of the other four worker positions. Non-WESF personnel included in this category are those individuals not categorized as General Workers (discussed next), and who require access to portions of WESF not accessible to the public. Personnel in the All Employees category are prohibited from performing duties or responsibilities associated with the management of waste in accumulation/storage containers at WESF. All personnel have the responsibility to report spills and releases that they discover and to evacuate or take cover as directed during specific incidents.

WESF administrative personnel categorized as All Employees primarily include secretaries, clerks, engineers, and managers. Most non-WESF personnel are categorized as All Employees because these personnel generally tour, provide oversight, or are brought to WESF for interviews. Other non-WESF personnel who require access to WESF controlled areas to complete work that does not involve the management of dangerous waste are also categorized as All Employees.

5.4.2 General Worker

WESF or non-WESF personnel with waste management duties and responsibilities limited to the initial generation of dangerous waste and placing that waste into pre-approved containers are categorized as General Workers. Pre-approved containers may be in a satellite accumulation area, 90-day accumulation area, or TSD storage unit. These personnel could generate dangerous waste while working on a non-RCRA system (e.g., building maintenance) or on a TSD unit while performing maintenance or modifications on facility systems. The work may be unsupervised or completed under the supervision of qualified unit/building personnel (e.g., field work supervisor). Typical job titles of

personnel in this category include maintenance personnel, radiological control technicians, and transporters.

WESF personnel categorized as General Workers may be assigned duties and responsibilities for the following:

1. Placing waste they generate into pre-approved containers and filling out logsheets where applicable.
2. Completing radiological surveys of dangerous waste.
3. Loading packaged containers onto trucks or moving containers.
4. Responding to a spill or release of known contents where the duties and responsibilities are limited to containing the spill/release, returning the drum to an upright position, and placing the known spilled material or waste into a pre-approved container.
5. Applying advanced container markings or labels based on direction from an Advanced General Worker, General Manager, or General Administrator.
6. Responding to regulatory and agency compliance inspector questions about waste management practices.
7. Performing dose rate surveys on the < 90-day pads.

5.4.3 Advanced General Worker

WESF personnel are categorized as Advanced General Workers if their duties and responsibilities concerning dangerous waste exceed that of General Workers. The typical job title of personnel in this category is Nuclear Chemical Operator. Duties and responsibilities for container management may include:

1. Determining container markings and labels
2. Preparing container logsheets
3. Completing waste inventories
4. Sampling of waste
5. Packaging and transporting waste samples (At WESF, this Advanced General Worker responsibility is the responsibility of the General Manager, i.e., the Environmental Compliance Officer.)
6. Responding to spills and releases of unknown materials or wastes in accordance with approved procedures
7. Performing inspections and surveillances
8. Receiving transfers and/or shipments of waste.

5.4.4 General Manager

Included in this category are various WESF managers, and WESF personnel who coordinate, direct, and oversee the work of General Workers or Advanced General Workers in the management of dangerous waste or in the operation and control of WESF. Managers and those who direct General Workers and Advanced General Workers have many similar duties and responsibilities relating to

dangerous waste management (e.g., responsibilities during emergency events requiring implementation of the building emergency plan) and are required to complete the same courses. The TMX identifies personnel currently filling these positions.

The following WESF positions are included in this category:

- Operations Manager
- Line Manager
- Environmental Compliance Officer
- Hazardous Material Specialist
- On-Call Building Emergency Director (i.e., Emergency Coordinator)
- Configuration Control Authority.

5.4.5 General Administrator

Personnel who prepare and ship dangerous or mixed-waste containers in compliance with applicable requirements, including signing necessary shipping documentation are categorized as General Administrators in the RCRA training program. General Administrators may direct operational activities of General Workers and Advanced General Workers relating to dangerous waste management or transportation activities. There is no distinction within this position based on where a dangerous waste movement will initiate, terminate, or which road along which the movement will travel.

Specific responsibilities of General Administrators may include:

- Deciding which waste requires sampling and analysis to properly characterize the waste, or approving sampling and analysis plans or approving waste analysis plans [see Attachment 2, GA-1],
- Preparing waste acceptance documentation for Waste Management Project (WMP) TSD units (i.e., WESF, Central Waste Complex (CWC), Waste Receiving and Packaging (WRAP) facility, T-Plant, and Low Level Burial Grounds) [see Attachment 2, GA-2],
- Overseeing waste movement documentation accuracy for both onsite and offsite shipments of dangerous or mixed waste on roadways [see Attachment 2, GA-3],
- Completing waste designations [see Attachment 2, GA-4] (for example, one or more of the following):
 1. Verify that dangerous waste generated at the facility is properly designated in accordance with WAC 173-303.
 2. Perform/complete waste designations necessary to facilitate treatment, storage or disposal of dangerous waste at WESF.
 3. Ensure that correct land disposal restriction (LDR) determinations and notifications are included with waste designations.

General Administrators at WESF are WMP Hazardous Material Specialists matrixed to WESF.

5.5 Training Course Requirements

Attachment 1 contains information about the required RCRA (Dangerous Waste) courses. Personnel are placed into one of the five worker categories to properly assign the correct training that is commensurate with their duties and responsibilities. Attachment 2 lists the five waste worker categories and corresponding required courses, which is used to determine the training requirements for each worker. Personnel who have completed training offsite are required to provide a certificate or other suitable evidence of training course(s) that meet the requirements of WAC 173-303 and this plan.

5.6 Emergency Response Training

Federal and state regulations require that personnel be able to respond effectively to emergencies. In accordance with WAC 173-303-330(1)(d), personnel are trained on emergency equipment, systems, and procedures. WESF operations involve the management of dangerous waste in containers and in miscellaneous storage units. Table 2 indicates requirements from WAC 173-303-330(1)(d) that are applicable to each TSD unit operation. Training topics required by federal and state dangerous waste regulations are included in Hanford Site and facility-specific courses. The courses cover a wide spectrum of target audiences, ranging from courses that provide the level of information appropriate for All Employees to courses that provide training on responsibilities of General Managers who function as the emergency coordinator, as defined in WAC 173-303-360.

Table 1. Applicability of WAC 173-303-330(1)(d).

WAC 173-303-330(1)(d) Criteria Emergency Response	WESF 90-Day Accumulation Area	WESF Miscellaneous Storage Units
Procedures for using, inspecting, repairing, and replacing emergency and monitoring equipment	Yes	Yes
Communications or alarm systems	Yes	Yes
Response to fires or explosions	Yes	Yes

5.7 Non-Hanford Facility Personnel

Non-Hanford Facility personnel who perform work at WESF must complete the appropriate level of training determined by facility line managers according to the tasks they will perform. WESF management is responsible for ensuring that non-Hanford Facility personnel training requirements are satisfied before granting access to the facility. Some personnel are granted access without the required training because they are either escorted or supervised by qualified personnel within WESF.

5.8 Documentation of Training

Training records, as described in WAC 170-303-330, consist of documentation that demonstrates that training has been completed. Completion of training is documented, using a *Course Completion Roster*, *Training Completion Record*, and/or similar form(s) which is signed by every course participant who

completes the training. Written examinations, signed by course participants, are graded and reviewed with course participants by the instructor.

5.8.1 Disposition of Training Records

Original training documents are submitted to FDH Integrated Management Information Systems (IMIS), also referred to as the Training Records organization, for input to the PeopleSoft training module which is part of the Human Resources Information System (HRIS). The electronic data storage information consists of the training record initially presented to demonstrate that personnel have been trained. After a course is completed, the electronic data storage record is created on the PeopleSoft system. Training records summaries for WESF personnel and support organization personnel can be generated.

Original signed and dated training records are maintained by IMIS for 90-day temporary storage. The electronic data storage record contains the course number, course title, and date of attendance. The original, hard-copy records are transferred quarterly to the Records Holding Area (RHA) Facility in Richland, Washington. After approximately one year at the Records Holding Center, the original training records are archived. In accordance with the Records Inventory and Disposition Schedule, the original hard-copy training records are archived at the permanent record storage center in Renton, Washington.

5.8.2 Access to Training Records

When a training record is requested during an inspection, an electronic data storage record will initially be provided. When the electronic data storage record does not satisfy the inspection concern, a hard copy training record will be provided. Training records of former employees are not available at WESF and require a representative from IMIS to access the PeopleSoft system for this information.

5.8.3 Determining Current Training Status

Training plans for WESF personnel are documented in the TMX database, which is accessed by the Waste Management Project Training Facility Records Specialist. A list of personnel, their positions, corresponding training requirements, and status of training completions is maintained, using TMX which is updated quarterly. A report is generated from the database to inform WESF management when training for personnel is within 90 days of expiration. After an electronic data storage training record is obtained, it will be compared to information in this plan. The electronic data storage-training record coupled with the information contained in this training plan will give any inspector the ability to quickly determine the training status of personnel in the field.

5.9 Updating the Dangerous Waste Training Plan

The WESF Dangerous Waste Training Plan will be reviewed annually and updated as necessary by Waste Management Project Training.

5.10 Resource Conservation and Recovery Act (RCRA) Course Descriptions

Table 3 provides a list of courses (by course number and course title) driven by the Dangerous Waste Regulations (WAC 173-303). Attachment 1 provides more, detailed information for each course (number, title, description, mandating document, target audience, and frequency). Attachment 2 identifies relationships between waste worker categories and required courses.

Table 2. Courses Driven by WAC 173-303 Requirements.

Course No.	Course Title
HANFORD SITE COURSES	
000001	Hanford General Employee Training (HGET)
000090	Visitor Orientation
02006G	Waste Management Awareness
020159	Hazardous Waste Shipper Certification - Advanced Course 2
02028B	Building Emergency Director Training
035010	Waste Designation
035012	Waste Designation Qualification
035020	Facility Waste Sampling and Analysis
035100	Container Waste Management - Initial
035110	Container Waste Management - Refresher
035120	Waste Management Administration - Initial
035130	Waste Management Administration - Refresher
037510	Building Emergency Director/Warden Requalification
UNIT/BUILDING SPECIFIC COURSES	
400810	WESF Facility Orientation
03E025	WESF Facility Emergency and Hazards Information Checklist
402210	WESF Emergency Procedures/Abnormal Plant Conditions (General-Radiation Worker)
402215	WESF Emergency Procedures/Abnormal Plant Conditions (General-Non Radiation Worker)
400600	WESF Facility Emergency Procedures/Abnormal Plant Conditions (Process)
400620	WESF Facility Emergency Procedures/Abnormal Plant Conditions (Technical)
400470	WESF Manipulator Operator Qualification
400480	WESF Storage Pool Operations
400500	WESF Surveillance Operations

6.0 REFERENCES

- DOE/RL-91-28, *Hanford Facility Dangerous Waste Permit Application, General Information*, Chapter 8.0, U.S. Department of Energy, Richland Operations Office, Richland, Washington.
- FSP-WESF-001, Section TN-1, "WESF Training Program," B&W Hanford Company, Richland, Washington.
- *Hanford Facility RCRA Permit*, Washington State Department of Ecology, Olympia, Washington.
- HNF-PRO-459, *Environmental Training*, Rev. 2, Fluor Daniel Hanford, Inc., Richland, Washington.
- WAC 173-303, *Washington Administrative Code (WAC) Dangerous Waste Regulations*, Washington State Department of Ecology, Olympia, Washington.

7.0 ATTACHMENTS

- | | |
|----------------------|---|
| ATTACHMENT 1: | INFORMATION ABOUT RCRA (DANGEROUS WASTE)
TRAINING COURSES |
| ATTACHMENT 2: | WASTE WORKER CATEGORIES & RCRA-REQUIRED
COURSES MATRIX |

ATTACHMENT 1
INFORMATION ABOUT RCRA (DANGEROUS WASTE) TRAINING COURSES

The following constitute the RCRA training program courses as determined by (1) WAC 173-303, (2) the Hanford Facility RCRA Permit, and (3) correspondence between DOE-RL and Ecology on dangerous waste training.

HANFORD SITE COURSES:

Title	000001 Hanford General Employee Training (HGET)
Description	Course presents DOE Orders and applicable policies pertaining to employer and employee rights and responsibilities, general radiation training, hazard communications, dangerous waste, fire prevention, personal protective equipment, safety requirements, certain unit/building orientation refresher training, emergency preparedness, accident reporting, and avenues for addressing safety concerns.
Mandating Document(s)	Hanford Facility RCRA Permit, General Condition II.C.2 and 4
Target Audience	All Hanford Facility employees & some non-Hanford Facility personnel working on the Hanford Facility. All Employees, General Worker, Advanced General Worker, General Manager, and all General Administrators.
Frequency	Annual

Title	000090 Visitor/Vendor Training (Video or Brochure)
Description	Course is designed to acquaint and familiarize visitors and subcontractors with safety, security, and emergency preparedness requirements and their responsibilities to notify Hanford Facility personnel when situations arise. In addition, this orientation identifies the need to obey signs and labels that may be encountered regarding radiological areas, hazardous materials, and dangerous wastes.
Mandating Document(s)	Hanford Facility RCRA Permit, General Condition II.C.4
Target Audience	Visitors/vendors/subcontractors working on the Hanford Site 7 days or less. Note: If host desires unescorted access for <7days, 03B025 and 400610 required.
Frequency	Prior to badging

**WASTE MANAGEMENT PROJECT
WASTE ENCAPSULATION STORAGE FACILITY (WESF)
DANGEROUS WASTE TRAINING PLAN**

Manual
Page
Effective Date

HNF-4263, Rev. 1
13 of 20
12/99

Title	02006G Waste Management Awareness
Description	Course introduces workers to federal laws governing chemical safety in the work place. Provides the hazardous material/waste worker with the basic fundamentals for safe use of hazardous materials and initial accumulation of dangerous waste in containers. The concepts covered in the course instruct personnel on specific waste generation procedures and requirements which include: (1) Applicable waste management practices (i.e., waste stream identification, waste segregation practices, completing container logsheets, and housekeeping requirements); (2) proper responses to incidents pertaining to the waste in the initial accumulation containers; (3) proper responses to dealing with waste of unknown origins; and (4) proper responses to questions posed in the field concerning the above elements.
Mandating Document(s)	RL/USACE letter to Ecology responding to Consent Order No. DE 94NM-063 Hanford Facility RCRA Permit, General Conditions II.C.1 and 4 WAC 173-303-330(1)
Target Audience	General Worker, Advanced General Worker, and General Manager. Subcontractors categorized as General Workers.
Frequency	One time only. Justification: Annual training is not required for 02006G because unit/building specifics are adequately covered through the 03E025 course.

Title	020159 Hazardous Waste Shipper Certification - Advanced Course 2
Description	This course is designed to certify successful participants for signature authority identifying that a shipment of hazardous waste is made 100% in compliance with 49 CFR and other applicable regulations. This course builds on the one-time prerequisite training courses providing application of the regulations based on scenarios involving hazardous wastes.
Mandating Document(s)	WAC 173-303-330 (1), -180, -190, & -370
Target Audience	General Administrators who oversee waste movement documentation accuracy for both onsite and offsite shipments of dangerous or mixed waste on roadways.
Frequency	Every 3 years.

Title	02028B Building Emergency Director Training
Description	Course provides an overview of the responsibilities of the Building Emergency Director, identifies the building emergency organizations, actions required during an event, implementing the contingency plan, and discusses drill and exercise requirements.
Mandating Document(s)	WAC 173-303-330(1), -340, -350, and -360
Target Audience	Hanford Facility personnel categorized as General Managers because they perform the responsibilities of a RCRA Emergency Coordinator through the title of Building Emergency Director or alternate Only those General Managers assigned as OBED
Frequency	Initial (retrained annually by 037510 Building Emergency Director/Warden Requalification).

**WASTE MANAGEMENT PROJECT
WASTE ENCAPSULATION STORAGE FACILITY (WESF)
DANGEROUS WASTE TRAINING PLAN**

Manual
Page
Effective Date

HNF-4263, Rev. 1
14 of 20
12/99

Title	035010 Waste Designation
Description	Course teaches dangerous waste designation according to WAC 173-303. Class content includes section-by-section lecture on the regulations, with examples following each section. Students complete examples using a waste designation flow chart. Examples addressed include listed waste, characteristic waste, and Washington State criteria: toxicity and persistence.
Mandating Document(s)	WAC 173-303-330(1), -070, AND -080 THROUGH -100
Target Audience	General Administrators who complete waste designations.
Frequency	One-time only Justification: The Waste Designation Qualification course annually qualifies those personnel who designate waste. General Administrators do not need to be annually retrained in this course because they can rely upon other resources within the company to help them ensure wastes are properly designated.

Title	035012 Waste Designation Qualification
Description	Course is a qualification for those persons performing waste designation activities in accordance with WAC 173-303.
Mandating Document(s)	WAC 173-303-330 (1), -070, and -080 through -100
Target Audience	General Administrators who complete waste designations.
Frequency	Annual

Title	035020 Facility Waste Sampling and Analysis
Description	Course presents waste sampling methodologies according to EPA Protocols SW-846, Test Methods for Evaluating Solid Waste Physical/Chemical Methods. Also covers documentation requirements in a sampling plan, waste analysis plan, field and laboratory quality control/assurance, data quality objectives process, and use of actual sampling equipment as specified by WAC 173-303-110. Finally, topics on listed waste management pertaining to sample management and available on-site sampling services are covered
Mandating Document(s)	WAC 173-303-330(1), -070, -110, and -300
Target audience	General Manager for WESF (i.e., Environmental Compliance Officer) who decides which waste requires sampling and analysis to properly characterize the waste, or approve sampling and analysis plans or approve waste analysis plans.
Frequency	One time only Justification: In most cases, the General Administrator will use resources from outside organizations to physically acquire samples. In addition, the General Administrator will also rely on the review and approval process for the development and issuance of Sampling and Analysis Plans regarding a sampling effort. This training provides an overview of information to ensure that sampling efforts are properly arranged for and planned.

**WASTE MANAGEMENT PROJECT
WASTE ENCAPSULATION STORAGE FACILITY (WESF)
DANGEROUS WASTE TRAINING PLAN**

**Manual HNF-4263, Rev. 1
Page 15 of 20
Effective Date 12/99**

Title	035100 Container Waste Management - Initial
Description	<p>Course covers general training requirements pertaining to waste management in containers at Less-than-90-Day Accumulation Areas and TSD units. The course incorporates WAC 173-303-200(1) and -630, DOE Orders, and site policy for container management. Includes practical exercises for hands-on experience with the packaging of dangerous waste, and preparation of packages for final destination.</p> <p>This course <u>does not cover</u> waste management aspects pertaining to other dangerous waste management units such as tank systems, surface impoundment's, containment buildings, landfill, etc.</p>
Mandating Document(s)	WAC 173-303-330(1), -200 (1)
Target Audience	<p>Advanced General Workers and General Managers categorized because they are immediate managers/supervisors of Advanced General Workers who manage containers of dangerous waste.</p> <p>Advanced General Worker and General Manager</p>
Frequency	Initially (Retrained annually by 035110 Container Waste Management Training - Refresher)

Title	035110 Container Waste Management - Refresher
Description	Refresher Course for Container Waste Management - Initial.
Mandating Document (s)	WAC 173-303-330(1), -630, -200(1), and waste minimization.
Target Audience	Advanced General Workers and General Managers categorized because they are immediate managers of or direct Advanced General Workers who manage dangerous or mixed waste in containers.
Frequency	Annual

Title	035120 Waste Management Administrative - Initial
Description	Course is designed for personnel preparing to become shippers of dangerous and/or mixed waste. Course covers regulatory and company policies, forms, reports, forecasts, and plans. Topics also covered include waste characterization, waste storage disposal request, low-level waste storage/disposal record, transuranic waste storage/disposal record, and radioactive mixed waste attachment sheet. In addition, students will learn how these forms are used to complete shipping papers.
Mandating Document(s)	WAC 173-303-330(1), -630, -200, -210, -220, -380, & -390
Target Audience	General Administrators who prepare waste acceptance documentation for solid waste TSD units or who oversees waste movement documentation accuracy for both onsite and offsite shipments of dangerous or mixed waste on roadways.
Frequency	Initially (Retrained annually by 035130 Waste Management Administration - Refresher)

**WASTE MANAGEMENT PROJECT
WASTE ENCAPSULATION STORAGE FACILITY (WESF)
DANGEROUS WASTE TRAINING PLAN**

**Manual HNF-4263, Rev. 1
Page 16 of 20
Effective Date 12/99**

Title	035130 Waste Management Administration - Refresher
Description	Refresher course for Waste Management Administration - Initial.
Mandating Document(s)	WAC 173-303-330(1), -630, -200, -210, -220, -380, and -390.
Target Audience	General Shippers categorized because they direct Advanced General Workers in the management of containers of dangerous and mixed waste.
Frequency	Annual

Title	037510 Building Emergency Director/Warden Requalification
Description	Refresher for Building Emergency Director Training (02028B).
Mandating document(s)	WAC 173-303-330, -340, -350, and -360.
Target audience	General Managers categorized because they have the responsibilities of the RCRA Emergency Coordinator in WAC 173-303-360.
Frequency	Annual.

UNIT/BUILDING SPECIFIC RCRA COURSES:

Title	400810 WESF Facility Orientation
Description	This is required training for unescorted access to WESF. The course provides information on facility emergency signal and responses, radiation, contamination control, zone entry, hazardous materials, emergency equipment, protective tags, personal conduct, and security.
Mandating Document(s)	WAC 173-303-330
Target Audience	All WESF and non-WESF personnel who require unescorted access to WESF buildings. All Employees, General Worker, Advanced General Worker, General Manager, and all General Administrators.
Frequency	Annual

Title	03E025 Facility Emergency and Hazards Information Checklist
Description	The Facility Emergency and Hazard Information Checklist, which is required to be filled out after reviewing the BEP, provides the information that managers are required to discuss with their employees.
Mandating Document(s)	WAC 173-303-340, -350 and 360
Target Audience	All WESF and non-WESF personnel who require unescorted access to WESF buildings. All Employees, General Worker, Advanced General Worker, General Manager, and all General Administrators.
Frequency	Annual

**WASTE MANAGEMENT PROJECT
WASTE ENCAPSULATION STORAGE FACILITY (WESF)
DANGEROUS WASTE TRAINING PLAN**

Manual HNF-4263, Rev. 1
Page 17 of 20
Effective Date 12/99

Title	WESF EP/APC, 402210-General (Radiation Worker), 402215-General (Non-Radiation Worker), 400600-Process, 400620-Technical
Description	<p>This course will prepare the student for emergency conditions that may occur during operation of WESF. Provides information on facility description and hazards, emergency signals and responses, the emergency response organization, emergency procedures and equipment, and emergency notification.</p> <p>WESF management determines the appropriate level of training for personnel depending on individual emergency response responsibilities.</p>
Mandating Document(s)	WAC 173-303-330(1)(d), -340,-350, and -360
Target Audience	<p>All WESF and non-WESF personnel who require unescorted access to WESF buildings.</p> <p>All Employee, General Worker, Advanced General Worker, and General Manager</p>
Frequency	Annual

Title	400470 WESF Manipulator Operator Qualification
Description	Course provides WESF operators with manipulator operations and safety training necessary to perform their duties for qualification. Includes a self-study course, an OJT checklist covering the skills portion of manipulator operations, a comprehensive written examination, and a performance demonstration.
Mandating Document(s)	WAC 173-303-330 (1) & -680
Target Audience	<p>WESF Nuclear Chemical Operators</p> <p>Advanced General Worker</p>
Frequency	Biennial

Title	400480 WESF Storage Pool Operations
Description	Course provides WESF operators with storage pool operations and safety training necessary to perform their duties for qualification. Includes a self-study course, an OJT checklist covering the skills portion of storage pool operations, a comprehensive written examination, and a performance demonstration.
Mandating Document(s)	WAC 173-303-330 (1) & -680
Target Audience	<p>WESF Nuclear Chemical Operators</p> <p>Advanced General Worker</p>
Frequency	Biennial

**WASTE MANAGEMENT PROJECT
WASTE ENCAPSULATION STORAGE FACILITY (WESF)
DANGEROUS WASTE TRAINING PLAN**

**Manual
Page
Effective Date**

**HNF-4263, Rev. 1
18 of 20
12/99**

Title	400500 WESF Surveillance Operations
Description	Course provides training for the certification of operators on WESF surveillance, including responding to off-normal conditions, adding demineralized water to the pool cells, maintaining laundry limits, performing fire watches, documenting paperwork during and/or at the end of shift, and completing surveillance data sheets. Includes a self-study course, an OJT checklist covering the skills portion of surveillance operations, a comprehensive written examination, and a performance demonstration.
Mandating Document(s)	WAC 173-303-330 (1) & -680
Target Audience	WESF Nuclear Chemical Operators Advanced General Worker
Frequency	Biennial

ATTACHMENT 2. WASTE WORKER CATEGORIES & RCRA-REQUIRED COURSES MATRIX

Category	Job or Position Title or Area of Responsibility	Required Training
All Employee	<ul style="list-style-type: none"> Administrative personnel Overnight personnel Manager (except those included in other categories) Engineer Maintenance personnel (includes subcontracted) Stationary Operating Engineer (SOE) RCT 1st Line Supervisor Visitor Other non-Hanford contractors 	000001, 000090 ¹ , 400810, 03E025, 402210, 402215, 400600
General Worker	<ul style="list-style-type: none"> Transporter² Nuclear Chemical Operator³ Radiological Control Technician (RCT) 	000001, 02006G, 400810, 03E025, 402210, 400600
Advanced General Worker	<ul style="list-style-type: none"> Hazardous Material Specialist⁴ Nuclear Process Operator³ 	000001, 02006G, 035100, 035110, 400810, 03E025, 400600, 400470 ⁵ , 400480 ⁵ , 400500 ⁵
General Manager	<ul style="list-style-type: none"> On-Call Building Emergency Director Configuration Control Authority Manager or Supervisor of General Worker, Advanced General Worker, General Administrator Environmental Compliance Officer 	000001, 02006G, 02028B ⁶ , 037510 ⁶ , 035100, 035110, 400810, 03E025, 402210, 400600, 400620, 400470 ⁷ , 400480 ⁷ , 400500 ⁷
General Administrator ⁴	GA-1: Responsible for deciding which waste requires sampling and analysis to properly characterize the waste, or approving sampling and analysis plans or approving waste analysis plans	000001, 035020, 400810 ⁸ , 03E025 ⁸ , 402210 ⁸
	GA-2: Responsible for preparing waste acceptance documentation for Waste Management Project (WMP) TSD units (e.g., WESF)	000001, 020159 ⁹ , 400810 ⁸ , 03E025 ⁸ , 402210 ⁸
	GA-3: Responsible for overseeing waste movement documentation accuracy for both onsite and offsite shipments of dangerous or mixed waste on roadways	000001, 035120, 035130, 400810 ⁸ , 03E025 ⁸ , 402210 ⁸
	GA-3: Responsible for completing waste designations	000001, 035010 ¹⁰ , 035012, 400810 ⁸ , 03E025 ⁸ , 402210 ⁸

¹ Visitors/vendors/subcontractors working on the Hanford Site 7 days or less.

² Contracted individual.

³ Depending on work assignment.

⁴ Performs Advanced General Worker or General Administrator duties. WMP personnel matrixed to WESF.

⁵ Nuclear Chemical Operators only.

⁶ On-Call Building Emergency Director only.

**WASTE MANAGEMENT PROJECT
WASTE ENCAPSULATION STORAGE FACILITY (WESF)
DANGEROUS WASTE TRAINING PLAN**

**Manual
Page
Effective Date**

**HNF-4263, Rev. 1
20 of 20
12/99**

- ⁷ Configuration Control Authorities only. No re-qualification required.
- ⁸ If unescorted access to WESF buildings is required.
- ⁹ Current qualification on course 020078 supersedes re-qualification on course 020159.
- ¹⁰ One-time course only. No re-qualification.