





## 5.0 Environmental Training and Tracking

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## 5.1 Training Requirements

### Keys



**Establish and maintain procedures to identify and track environmental training needs of all personnel who have responsibility or authority over activities that have significant environmental impacts.**  
[R 324.1505(2)(b)(vi)]

An EMS requires training of employees whose jobs can have a significant environmental impact. In reality, this is just a part of the training necessary to maintain an effective EMS. There are four main areas of training that are necessary, not only for an EMS, but for a facility.

1. Awareness training on the EMS purpose, how it functions, and the role of all employees in the system.
2. Job training of employees on new procedures and work instructions developed for operations and activities of significant impact.
3. Job training on environmental compliance and pollution prevention.
4. Environmental, health and safety training that is required by law for your facility.

#### EMS Awareness Training

For an EMS to work, all employees must participate in the process. This begins with communication and education. Your managers and employees need to know what an EMS is and why your company is instituting such a system. Their buy in and commitment is necessary. Awareness training includes the following factors:

- Introduction to the EMS and the system components.
- Introduction to the environmental policy, development of the environmental program (aspects and impacts), control of operations and activities, emergency preparedness, communication, and self auditing.
- The importance of employee contribution and their role in the success of the system.

EMS training can be done internally by your own personnel or you may choose to hire an outside consultant to help you with training and/or system development. When choosing an outside trainer, look for a company that has both experience with EMSs and experience within your industry.





## 5.1 Training Requirements (cont.)

### Keys



**All the various types of training you want to do for your system need to be identified.**

#### Job Training for New Procedures

Procedures and work instructions developed for operations and activities of significant impact could change the responsibilities of an employee. The employee needs to be trained on new procedures that affect their job. This could be very simple. For example, an employee could be routinely checking an operating temperature on a piece of equipment to assure efficient operation, but due to the EMS, the employee may now be required to log the temperature on a log form. The employee needs to be informed of the change in procedure, why it is necessary, how to fill out the log form, and what to do with the completed log forms.

Training for new procedures and work instructions is best done by a direct supervisor or by someone knowledgeable about the operation/activity. In cases where environmental monitoring or environmental requirements are being added to work instructions, the best person to do the training would be the environmental manager or the person overseeing that environmental requirement.

#### Job Training for Compliance

Special training may be necessary for environmental compliance and pollution prevention. Environmental awareness needs to become part of everyone's job. Some procedures for your system may only be for environmental activities in which employees need to be trained. Some compliance issues may not be directly related to normal work procedures but your employees (not just environmental staff) need to be aware of the environmental impact of their actions, and also be informed to look for pollution prevention, waste minimization or other environmental opportunities.





## 5.1 Training Requirements (cont.)

### Environmental, Health and Safety training

Environmental, Health and Safety (EH & S) training can include the following:

- Hazard Communication and Employee Right-to-Know,
- Emergency response plans and procedures,
- Hazwoper training,
- Storm water training,
- Health and safety training. (e.g., lockout/tagout, confined space, etc.)

Some of the environmental, health and safety training can be included with the training for procedures and new work instructions. Training for Hazwoper, OSHA requirements, etc., must be done by certified trainers and documented to meet regulatory requirements. These must be stand-alone training sessions.





## 5.2 Development and Implementation of Training

### Keys



**Review the training offered for changes in requirements or updating the training for new procedures and work instructions.**

For each training requirement, a program must be developed. The following actions should be included:

- Develop what topics must be covered in the training session.
- Determine who needs the type of training.
- Determine the frequency of training.
- Decide who is going to provide the training.
- Decide how to document and track who has been trained.

Also, consider that new employees will require a more intensive training effort. A training program or orientation just for new employees could be developed to cover EMS awareness, EH & S and to train them on procedures for their jobs.

Training does not have to be an all-day event. With EMS awareness, short (15 minute) presentations can be given at lunch or included at the end of safety meetings. Or, use videos that employees can sign out and watch at their convenience. Look at the training you need to do and decide on the most effective way to deliver it to your employees. So much the better if you can do training without disrupting facility operations.





## 5.3 Training and Tracking Responsibilities

### Keys



- **Assign responsibility**
- **Organize a tracking system**
- **Review training**

Many facilities/companies have their Human Resources departments coordinate and track training. Or, the responsibility for tracking can be shared. Environmental training could be coordinated and tracked through the environmental or EH & S coordinator. Regardless of how you designate who handles what, make sure to:

- Assign a responsible individual or department,
- Organize a system to track training (e.g., by employee, by training type), and
- Develop a system to review training requirements.





## 5.4 Identify Training and Tracking

### Keys



**All the types of training you do for your facility employees can be included in your EMS, regardless of whether it is connected with a significant impact.**

Identify the training you are currently providing to your employees and your training needs for the EMS. Create a list or table of the training requirements for your facility. Make sure to include the big four requirements.

1. Awareness training for the EMS.
2. Employee training for new procedures and work instructions developed for operations and activities of significant impact.
3. Job training on environmental compliance and pollution prevention.
4. Environmental, health and safety training that is required by law for your facility.

On the following page is an example table of training for Joseph's Forklift and Hauling Company. A blank table (Form 5.1) is provided for your use or you can create your own documentation table/system for training.





## EXAMPLE 5.1

### Joseph's Forklift and Hauling Company

**Training and Tracking Table**

<u>Type of Training</u>	<u>Frequency</u>	<u>Requirement</u>	<u>Trainer</u>	<u>Trainees</u>
EMS Awareness <ul style="list-style-type: none"> <li>• System Intro.</li> <li>• Env. Policy</li> <li>• Env. Program</li> <li>• Control of Operations and Activities</li> <li>• Emergency Preparedness</li> <li>• Communication</li> <li>• Self Auditing</li> <li>• Corrective Action</li> </ul>	Annually/At hire	EMS	EMS Manager/ Outside Trainer	All Employees/New Employees
Procedures and Work Instructions for Operations and Activities	Annually/as necessary for new employees and operations and activities	EMS	EMS Manager/ Immediate Supervisor	Operations/Shipping/ Warehouse Employees
Air Permit – Boiler Operations and Monitoring	Annually	Required to maintain compliance with air permit	Operations Supervisor	Operations Employees
Storm Water Pollution Prevention Plan (SWPPP)	Annually	SWPPP requirement	Storm Water Operator	All Employees
Spill Prevention, Control and Countermeasures (SPCC)	Annually	SPCC	Emergency Response Coordinator	All Employees
Solid and Hazardous Waste Management	Annually	EH & S	Operations Supervisor	Operations/Shipping/ Warehouse Employees
Hazard Communication/ Employee Right-to-Know	Annually	OSHA	Operations Supervisor	Operations/Shipping/ Warehouse Employees
General Safety <ul style="list-style-type: none"> <li>• Lockout/Tagout</li> <li>• Confined Space</li> <li>• Personal Protective Equipment</li> </ul>	Annually	OSHA	Operations Supervisor	Operations/Shipping/ Warehouse Employees
Fire Extinguisher Use/Fire Response	Annually	OSHA	Operations Supervisor	Operations/Shipping/ Warehouse Employees

EXAMPLE 5.1 (cont.)

**Joseph's Forklift and Hauling Company**

**Training and Tracking Table**

<b>Type of Training</b>	<b>Frequency</b>	<b>Requirement</b>	<b>Trainer</b>	<b>Trainees</b>
New Employee Orientation	As needed	Varies	Adm. – Human Resources/ Various competent trainers	All New Employees
Contractor Orientation <ul style="list-style-type: none"><li>• Environmental</li><li>• Safety</li><li>• Sign in / Sign out</li></ul>	As needed	Varies	Operations Supervisor	All Contractors

**Approved by:** Chris Joseph

**Date:** August 20, 1999





## 5.5 EMS Procedure for Training and Tracking

### Keys



**Procedures for each training program/course can now be developed for each type of training you are going to be doing at your facility.**

A procedure for training and tracking should be developed for your EMS. The procedure needs to include:

- Identification of the types of training,
- Responsibility,
- Tracking of training, and
- Updating training requirements.

On the following page is a procedure for training and tracking for Joseph's Forklift and Hauling Company's EMS. Also, included for your review is an Environmental Training procedure for Wisconsin Electric - Presque Isle Power Plant. Review these examples and develop your procedure for your system documentation.



## EXAMPLE 5.2

### Joseph's Forklift and Hauling Company

#### EMS Procedure No. EMS-4 Training and Tracking

##### I. Purpose

This procedure is to establish and maintain training and tracking procedures for Joseph's Forklift and Hauling Company.

##### II. Scope

This procedure for training and tracking contains provisions to identify, track and update training necessary for the EMS and facility operations.

##### III. Definitions

N/A

##### IV. Procedures

###### A. Identify Training Needs

Review training currently provided to employees. Training will be identified by the EMS manager in cooperation with staff handling any Environmental, Health and Safety requirements.

Training is to include the following:

- Awareness training on the EMS purpose, how it functions, and the role of all employees in the system.
- Job training of employees on new procedures and work instructions developed for operations and activities of significant impact.
- Job training on environmental compliance and pollution prevention.
- Environmental, health and safety training that is required by law for the facility, and
- New employee orientation.

A listing of training will be used as a reference for the EMS and to develop training modules. Who needs the training, frequency of training and the competent trainer to provide the training are to be designated and included in the listing.

###### B. Provide Training

Competent staff are to be assigned the responsibility for developing training programs/courses according to their expertise. Training can be a formal course with a defined scope/procedure or on-the-job training (e.g., new procedures and work instructions for operations and activities) as appropriate

for the training to be delivered. External trainers will be identified and used as necessary for training that requires a certified or expert trainer not on staff.

#### C. Tracking of Training

Documentation of employee training is to be maintained by Administration in the Human Resources Files. Each employee is to have a training history file.

Each employee must sign off, on the appropriate log form, on all training as it is received (EMS Training Form No. EMS 4-1). All log forms are to be returned to Administration (Human Resources) for updating of employee training files.

#### D. Updating of Training Requirements

The EMS manager in cooperation with staff handling any Environmental, Health and Safety requirements is responsible for reviewing and updating training.

#### V. Records

A listing of training/training courses for the EMS will be kept and updated as necessary for reference.

A listing of training received by each employee will be maintained by the Administration in the Human Resources Files.

#### VI. Updates and Reviews

Training and tracking practices will be reviewed and updated annually, or upon the addition of new environmental/legal requirements and process changes.

#### VII. Responsibilities

Updating and removal of training programs and procedures must be coordinated and approved by the EMS Manager.

#### VIII. Related Documentation

A listing of EMS training and tracking procedures will be maintained on file by the EMS manager.

Log forms for training. (EMS Training Form NO. EMS 4-1)

Administrative training files.

Written by: Jill Jones

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Reviewed by: Chris Joseph

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## 8.0 ENVIRONMENTAL TRAINING

### 8.1 Purpose

It is the company's policy that all employees receive adequate training to perform their duties in a safe and environmentally compliant manner.

The purpose of this procedure is to guide and track the environmental training that will help assure environmental regulatory compliance and maximum plant performance.

### 8.2 Scope

This procedure outlines the basic environmental training requirements for employees of PIPP, including the types, content and frequency of training.

### 8.3 Procedures

Specific activities and procedures involving staff training are outlined below.

- **Identifying Training Needs** — Training needs will be identified by both PIPP and We Energies corporate environmental staff. Both the scope and depth of training appropriate to assure competency and compliance will be identified. The frequency of such training shall also be determined (e.g., original training, annual refresher, etc.) When necessary, a written outline of the content shall be prepared and used as guidance for any subsequent training.
- **Identification of Laws and Regulations Requiring Training** — Corporate environmental staff, working in conjunction with plant environmental staff, will identify those laws and regulations (including permits) that require specific staff training to maintain regulatory compliance.
- **Providing Training** — Training will be conducted by competent PIPP staff, corporate environmental staff, or internal/external training professionals. Some training may also be computer based training using materials tailored for a specific topic. On-the-job training will, in some situations, either complement or be the only training an employee receives on a specific subject if it is determined that this is the most appropriate method of training.
- **Assuring Competency** — Formal tests or interviews will be used to determine the level of understanding and competency of individual staff members receiving training.
- **Tracking Training Hours** — Tracking of training hours and course content will be the responsibility of the PIPP plant staff. These records will also become part of each employees personnel record.

Baseline environmental training courses and content are outlined in Table 8-1.



#### **8.4 Responsibilities**

The PIPP Plant Manager is responsible for assuring that employees are adequately trained and competent. The Plant Manager will be supported in this effort by the Human Resources Team Leader, the Human Resource (HR) Specialist/Training Consultant, and the corporate environmental team leaders.

The HR Consultant/Safety Training and We Energies corporate and PIPP environmental staff will jointly determine the content of all environmental training courses and materials.

An annual evaluation of environmental training needs will be conducted by the HR Consultant/Safety Training and the PIPP/We Energies environmental staff. The results of this evaluation will be communicated to the Plant Team Leader and the PIPP Environmental Advisory Committee for review and approval.

#### **8.5 Documentation**

All environmental training documentation shall be maintained at the plant by the HR Consultant/Safety Training. This shall include:

- Training course content, including frequency, length of training, and target plant groups
- Individual training records
- Regulatory or other documentation that demonstrates or requires the training.

All significant changes or additions in training program courses, materials or frequency shall be approved by We Energies corporate environmental staff and be documented in plant files.

Table 8-1

Presque Isle Power Plant  
Environmental Training

Course	Frequency	Hours <sup>1</sup>	Description & Target Group
Air Quality – Title V Permit Operations	Biennial	2 / 2	<p>Overview of key air quality operations concepts applicable to all Fossil Operations fossil-fuel facilities. Contents include: air quality legal and regulatory background, basic regulatory requirements, acid rain regulations and emission trading, control requirements and technologies, new and proposed requirements, physical and operating changes, FO procedures, work group applications, and balanced business scorecard. Detailed plant-specific training on the operational compliance requirements of the newly issued (or proposed) Title V permits, including compliance demonstration requirements for key parameters and system components, overall operating limits, monitoring (including test methods and procedures), excess discharge reports, corrective action, compliance assurance monitoring, recordkeeping, annual compliance certification, plant team and individual responsibilities, environmental staff team responsibilities, internal communication and notification, and legal requirements and liabilities of We Energies and plant staff</p> <p>Target Groups:</p> <ul style="list-style-type: none"> <li>• Management team (all)</li> <li>• Engineering</li> <li>• Environmental</li> <li>• Operations</li> <li>• Electrical and E&amp;C (Electronics and Controls)</li> <li>• Fuels</li> </ul>
Air Quality — Continuous Emission Monitoring	Biennial	3 / 3	<p>Review of both general and specific CEM systems maintenance and operations, including: overview of Clean Air Act and Acid Rain and related provisions driving the CEM systems, contents of QA/QC Manual and Users Manual, roles and responsibilities of plant staff, routine maintenance procedures and commonly encountered problems and solutions, data diagnostics and software issues, data capture, documentation and recordkeeping, review and reporting, and internal communications.</p> <p>Target Groups:</p> <ul style="list-style-type: none"> <li>• Environmental (all)</li> <li>• E&amp;C Technicians</li> <li>• Leaders — Electrical Maintenance</li> <li>• Chief Engineer</li> <li>• Senior Engineer — Electrical</li> <li>• Engineer</li> </ul>
NPDES Operations	Annual	2 / 2	<p>Overall training covering wastewater treatment and related operations under the NPDES permit. Includes permit overview, monitoring, basic chemistry, wastewater treatment system operations, QA, recordkeeping, reporting, roles and responsibilities, commonly encountered conditions and solutions, and communications.</p> <p>Target Groups:</p> <ul style="list-style-type: none"> <li>• Environmental (all)</li> <li>• Leader — Chemical</li> <li>• Integrated Production Team Leader</li> <li>• Leaders — Operations</li> <li>• Lab Analysts</li> <li>• Water Plant Operators</li> <li>• Chief Engineer</li> </ul>
Solid and Hazardous Waste Management	Annual	1 / 1	<p>Comprehensive solid and hazardous waste management training for FO plants, including definitions of solid and hazardous waste, hazardous waste identification,</p>

<sup>1</sup> Hours refer to number of hours required for initial training and refresher training, respectively.

Course	Frequency	Hours <sup>1</sup>	Description & Target Group
Training			<p>accumulation and storage, commonly generated waste streams and their proper management, labeling and manifesting, recordkeeping and reporting, used oil management and recycling, small solid and hazardous waste stream management, lead and cadmium waste management, mercury management, pollution prevention (P2) and waste minimization, recycling requirements and practices, approved vendors and disposal facilities, commonly encountered issues or problems, and communications.</p> <p>Target Groups:</p> <ul style="list-style-type: none"> <li>• All</li> </ul>
TRI Reporting and Recordkeeping	As Needed	2 / 2	<p>Update and refresher on Toxic Release Inventory (TRI) data collection and recordkeeping requirements of EPA and WE internal policies and procedures. 1998 training will focus on findings resulting from initial TRI program rollout and shakeout of late 1997 and early 1998.</p> <p>Target Groups:</p> <ul style="list-style-type: none"> <li>• Environmental (all)</li> <li>• Engineering (all)</li> <li>• Purchasing/Warehouse (all)</li> <li>• Leader — Fuels Maintenance</li> <li>• HR Consultant</li> <li>• Chief Engineer</li> </ul>
Asbestos Awareness	Annual	1 / 1	<p>General introduction and overview of asbestos characteristics, usage, presence, and control. Objective is to create general appreciation and awareness of asbestos for the general plant population regardless of job responsibilities.</p> <p>Target Groups:</p> <ul style="list-style-type: none"> <li>• PIPP (all except: Asbestos Workers, Asbestos Inspectors, Asbestos Coordinators)</li> </ul>
Asbestos Control, Class 3	Annual	16 / 4	<p>16-hour OSHA asbestos training course.</p> <p>Target Groups:</p> <ul style="list-style-type: none"> <li>• Mechanical Maintenance (all)</li> <li>• Electrical Maintenance (all)</li> <li>• Fuels Mechanic (all)</li> <li>• Management (specific individuals)</li> </ul>
Asbestos Inspector	Annual	24 / 4	<p>24-hour OSHA asbestos training course.</p> <p>Target Groups:</p> <ul style="list-style-type: none"> <li>• Lab Analysts (all)</li> <li>• HR Consultant</li> <li>• Engineer</li> <li>• Specialist — Engineering</li> <li>• Leader — Chemical</li> </ul>
Asbestos Supervisor	Annual	40 / 8	<p>40-hour OSHA asbestos training course.</p> <p>Target Groups:</p> <ul style="list-style-type: none"> <li>• Specialist — Engineering</li> <li>• Leader — Mechanical Maintenance</li> </ul>
First Responder Awareness [ Spill Prevention, Control and Counter-measures (SPCC) ]	Annual	1 / 1	<p>2-hour initial Hazwoper general awareness course covering a general understanding of hazardous substance and associated risks as per 20 CFR 1910.120(a)(6)(i). Plant-specific emergency response and clean-up procedures for oil spills, including: internal notifications, sampling and testing, collection and handling of contaminated materials, agency notification and follow up, recordkeeping and reporting requirements, labeling and storage, transportation and disposal.</p>

Course	Frequency	Hours <sup>1</sup>	Description & Target Group
			Target Groups: <ul style="list-style-type: none"> <li>PIPP (all except: Emergency Coordinators, First Responders Operations, Haz Material Technicians, Haz Material Specialist, and Hazwoper Incident Commander)</li> </ul>
First Responder, Operation	Annual	8 / 4	8-hour Hazwoper training on initial response to hazardous substance spills as per 29 CFR 1910.120(q)(3)(ii).  Target Groups: <ul style="list-style-type: none"> <li>Operations - A Operators</li> </ul>
Hazardous Material Technician	Annual	24 / 8	24-hour Hazwoper training on proper response to hazardous substance releases as per 29 CFR 1910.120(q)(3)(iii)  Target Groups: <ul style="list-style-type: none"> <li>Lab Analysts</li> <li>Water Plant Operators</li> <li>Leader — Chemical</li> </ul>
Hazwoper — On-Scene Incident Commander	Annual	24 / 8	24-hour Hazwoper training on proper response and management hazardous substances releases as per 29 CFR 1910.120.  Target Groups: <ul style="list-style-type: none"> <li>Emergency Coordinators</li> <li>Specialist — Environmental</li> <li>HR Consultant</li> <li>Plant Team Leader</li> <li>Integrated Production Team Leader</li> <li>Leaders — Operations</li> <li>Resource Coordinator</li> <li>Leader — Personnel Services</li> <li>Chief Engineer</li> </ul>
Hazwoper — Hazardous Materials Specialist	Annual	40 / 8	40-hour detailed Hazwoper training for responding and managing hazardous substances release events as per 29 CFR 1910.120(q)(3)(iv).  Target Groups: <ul style="list-style-type: none"> <li>Emergency Coordinators</li> </ul>
Lead Awareness	Annual	2 / 2	Two-hour general lead awareness training for all facility employees that may encounter lead in their jobs as per 29 CFR 1910.62.  Target Groups: <ul style="list-style-type: none"> <li>PIPP (all except: Lead Worker, Leader Inspectors, Lead Assessor)</li> </ul>
Lead Worker	Annual	32 / 8	32-hour lead training course for those staff that may be responsible for the testing, control and removal of lead as part of their job responsibilities, as per 29 CFR 1910.62.  Target Groups: <ul style="list-style-type: none"> <li>Specific individuals from Mechanical Maintenance, Electrical Maintenance, and Fuels Maintenance</li> </ul>
Lead Inspector	As Required	24 / 8	24-hour lead training course for those staff responsible for the sampling, testing, and determination of lead in the plant as per 29 CFR 1920.62.  Target Groups: <ul style="list-style-type: none"> <li>HR Consultant</li> <li>Leaders — Mechanical Maintenance</li> </ul>

Course	Frequency	Hours <sup>1</sup>	Description & Target Group
Lead Risk Assessor	As Required	16 / 4	16-hour lead risk assessment course for those staff assigned responsibility to evaluate the presence and potential hazardous associated with lead in the plant as per 29 CFR 1920.62.  Target Groups: <ul style="list-style-type: none"> <li>• HR Consultant</li> <li>• Leaders — Mechanical Maintenance</li> </ul>
Cadmium Awareness	Annual	4 / 1	4-hour general cadmium awareness training for those plant staff that may encounter cadmium as part of their jobs as per Michigan Rules R325.51880.  Target Groups: <ul style="list-style-type: none"> <li>• PIPP (all except: Cadmium Worker)</li> </ul>
Cadmium Worker	Annual	24 / 8	24-hour cadmium training course for those staff that may be responsible for the testing, control and removal of cadmium-containing materials as part of their job responsibilities.  Target Groups: <ul style="list-style-type: none"> <li>• Specific individuals from Mechanical Maintenance, Electrical Maintenance, and Fuels Maintenance</li> </ul>
Inorganic Arsenic Awareness	Annual	4 / 1	4-hour general inorganic arsenic awareness training for those plant staff that may encounter inorganic arsenic as part of their jobs as per Michigan Rules R325.51622.  Target Groups: <ul style="list-style-type: none"> <li>• PIPP (all except: Cadmium Worker)</li> </ul>
Ash Landfill Operations	Annual	4 / 1	Training specific to proper loading, hauling and storage of ash, including management of the landfills. Addresses issues of permit requirements, including fugitive dust control, stormwater management, hours of operation, limitations and restrictions.  Target Groups: <ul style="list-style-type: none"> <li>• Fuels (all except Fuels Mechanics)</li> <li>• HR Consultant</li> <li>• Chief Engineer</li> <li>• Integrated Production Team Leader</li> <li>• Plant Team Leader</li> </ul>
Ash Utilization	Annual	2 / 1	General overview of ash management and utilization practices including factors affecting ash utilization, beneficial use trends and projections, markets, contractual issues, transportation, power plant ash management issues, and regulatory controls.  Target Groups: <ul style="list-style-type: none"> <li>• Leader (Fuels)</li> <li>• Integrated Production Team Leader</li> <li>• Leader — Operations</li> <li>• Plant Team Leader</li> <li>• Chief Engineer</li> <li>• Engineer</li> </ul>
Tank Management	As Needed	2 / 1	Regulatory and operation overview of the proper environmental management aspects of above-ground storage tanks. Course includes overview of WE tank management guidance, state and local regulatory requirements, environmentally sound operation, tank monitoring and inspection, monitoring and recordkeeping, common problems and solutions, and qualified service vendors.  Target Groups: <ul style="list-style-type: none"> <li>• Lab Analyst (all)</li> <li>• Fuels Mechanic (all)</li> <li>• Leader — Fuels Mechanic</li> <li>• Operations (all)</li> <li>• Environmental (all)</li> </ul>



# 8.0 Environmental Training



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## PIPP Environmental Management System Documentation

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Course	Frequency	Hours <sup>1</sup>	Description & Target Group
			<ul style="list-style-type: none"> <li>• Engineering (all)</li> <li>• HR Consultant</li> <li>• Leader — Chemical</li> <li>• Chief Engineer</li> </ul>
Stormwater Management	As Needed	1 / 1	<p>General training on stormwater management principles and requirements, including MDEQ regulations and guidance, Marquette County requirements, commonly experienced conditions and how to solve them, plant and landfill practices relating to stormwater, and where to ask for assistance.</p> <p>Target Groups:</p> <ul style="list-style-type: none"> <li>• Leader (Fuels)</li> <li>• Environmental (all)</li> <li>• Specialist — Engineering</li> <li>• Leaders — Operations</li> <li>• Integrated Production Team Leader</li> <li>• Leader — Chemical</li> <li>• Chief Engineer</li> </ul>



## 5.6 Training and Tracking Completion Checklist

### Check Box

- 1. Have you identified your training needs?
- 2. Have you identified who will need the training?
- 3. Have you identified who will provide the training?
- 4. Have you identified how to track training?
- 5. Have you identified a review process for updating training?
- 6. Have you written a procedure for training and tracking for your EMS?

