



EHS 0632 - Waste Management Record Keeping Course Syllabus

Subject Category:	Regulatory required recordkeeping requirements		
Course Prerequisite:	None		
Course Length:	1 hour	Medical Approval:	No
Course Mode:	Classroom	Refresher:	2 years

Audience: Waste Management Group Professionals, Technicians and Administrative staff who help maintain waste management records

Purpose: This recordkeeping course is for personnel whose job functions include working with HWHF Operating Record and other documents (hard copy or electronic) related to hazardous and mixed waste processing, staging, handling, transportation, storage, and disposal. Personnel are trained on their responsibilities regarding recordkeeping and how to perform their duties in a manner consistent with regulations and policy. Title 22 “function specific” hazardous waste training is required every 24 months.

Objectives:

After completing this course, the learner will be able to:

- Know where to find recordkeeping requirements in the HWHF permit and permit application
- Maintain shipping documents (e.g., manifest) by: tracking down missing signed manifests; using Smartsheet to track important deadlines, prepare a manifest exception report
- Understand the basic functions of electronic waste management tracking and fee payment systems: WMS, RCRA Info, TSDf portals, California Department of Taxes and Fees Administration
- File hard copy and electronic records, e.g., HWHF inspections records, manifests, analytical reports, requisitions (eg RAD tags), training certificates, eChron
- Download training report downloads from LBNL’s Business Analytics and Reporting and file vendor-provided training certificates
- Understand the certified mail process
- Know what to expect during an agency inspection

Instructor: EWRP Waste Management Professional with current Title 22/RCRA training (may be recorded)

Training Requirements: Required by permit.

Course Instructional Materials: HWHF RCRA permit application; manifest exception report template letter; radioactive waste tag and cover sheet; analytical report, Records Management Procedure and related procedures

Practical or performance Assessment / Exam: No