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Department of Energy
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

JAN 02 1996

96-PCA-070

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State of Washington
Department of Ecology
1315 West Fourth Avenue
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Mr. Joseph J. Witczak
Unit Supervisor
Regulatory and Technical
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Nuclear Waste Program
State of Washington
Department of Ecology
P.O. Box 47600
Olympia, Washington 98504-7600



Dear Messrs. Jaraysi and Witczak:

QUARTERLY NOTIFICATION OF CLASS 1 MODIFICATIONS TO THE HANFORD FACILITY RESOURCE CONSERVATION AND RECOVERY ACT PERMIT, DANGEROUS WASTE PORTION (QUARTER ENDING DECEMBER 31, 1995)

Condition I.C.3. of the Hanford Facility Resource Conservation and Recovery Act Permit (RCRA Permit), Dangerous Waste Portion (DW Portion), addresses Class 1 modifications as defined in Washington Administrative Code (WAC) 173-303-830(4)(a)(i)(A). This condition allows for quarterly notification of Class 1 modifications to be made to the State of Washington Department of Ecology (Ecology). These modifications are under implementation. A listing of these modifications is maintained in the Hanford Facility Operating Record. The Class 1 modifications are discussed as follows.

The Hanford Facility RCRA Permit, DW Portion is being modified to update Part III information this quarter (Enclosure). Part III Class 1 modifications pertain to the 616 Nonradioactive Dangerous Waste Storage Facility and 305-B Storage Facility. The Class 1 modifications are being made to ensure that all activities conducted are in compliance with the Hanford Facility RCRA Permit, DW Portion.

Should Ecology determine that the enclosed modifications do not qualify as Class 1 modifications as defined in WAC 173-303-830, written authorization to continue operations is requested until the appropriate level of modification can be accomplished.

Messrs. Jaraysi and Witczak
96-PCA-070

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JAN 02 1996

In accordance with a teleconference held with Mr. Moses Jaraysi of Ecology on March 3, 1995, a transmittal letter signed by the permittees is sufficient to authorize the submittal of the Quarterly Notification of Class 1 Modifications to the Hanford Facility RCRA Permit, DW Portion, and to meet the intent of Permit Condition I.F., Signatory Requirement.

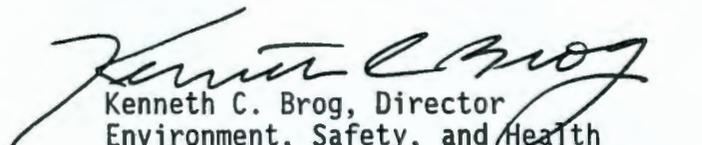
Should you have any questions regarding this information, please contact Mr. C. E. Clark, U.S. Department of Energy, Richland Operations Office, at (509) 376-9333; Dr. S. M. Price, Westinghouse Hanford Company, at (509) 376-1653; or Mr. H. T. Tilden II, Pacific Northwest National Laboratory, at (509) 376-0499.

Sincerely,


James E. Rasmussen, Director
Environmental Assurance, Permits,
and Policy Division
DOE Richland Operations Office

EAP:EMM


William T. Dixon, Director
Environmental Services
Westinghouse Hanford Company


Kenneth C. Brog, Director
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Pacific Northwest National Laboratory

Enclosure:
Class 1 Modifications to
the Hanford Facility
RCRA Permit (DW Portion)
(Quarter Ending December 31,
1995)

cc w/encl:

Administrative Record, H6-08
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**QUARTERLY NOTIFICATION OF CLASS 1 MODIFICATIONS TO
THE HANFORD FACILITY RCRA PERMIT,
DANGEROUS WASTE PORTION
(Quarter Ending December 31, 1995)**

**PART III CLASS 1 MODIFICATIONS:
616 NONRADIOACTIVE DANGEROUS WASTE STORAGE FACILITY
UNIT-SPECIFIC CONDITIONS**

1. Chapter 8, Personnel Training; Remove and replace with the attached Chapter 8, Personnel Training.

Reason: Chapter 8, *Personnel Training* was updated to refer the reader to Appendix 8A, *Training Plan* for the 616 Nonradioactive Dangerous Waste Storage Facility.

2. Appendix 8A, Remove and replace with the attached Appendix 8A, Training Plan.

Reason: Appendix 8A for the 616 Nonradioactive Dangerous Waste Storage Facility was updated to change the emphasis from the U.S. Department of Energy Order 5480.20A, *Personnel Selection, Qualification, and Training Requirements for DOE Nuclear Facilities* to the Washington State Administrative Code (WAC) 173-303, *Dangerous Waste Regulations*. In Appendix 8A, *Training Plan* the training matrix also was modified to identify the courses as Resource Conservation and Recovery Act (RCRA) required training versus non-RCRA required training.

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**PART III CLASS 1 MODIFICATIONS:
616 NONRADIOACTIVE DANGEROUS WASTE STORAGE FACILITY
UNIT-SPECIFIC CONDITIONS (cont.)**

Replacement for
Chapter 8, Personnel Training
DOE/RL-89-03, Rev. 2

CONTENTS

1
2
3
4 8.0 PERSONNEL TRAINING [H] 8-1
5
6

APPENDIX

7
8
9
10
11 8A TRAINING APP 8A-i
12
13

1
2
3
4
5

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8.0 PERSONNEL TRAINING [H]

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15

The training plan provided in Appendix 8A discusses training requirements pertaining to the 616 Nonradioactive Dangerous Waste Storage Facility.

The training program is designed to be compliant with all applicable federal, state, and DOE-RL training requirements. The training program complies with requirements contained within WAC 173-303-330 for the development of a written dangerous waste training program. The training program is designed to prepare personnel to manage and maintain TSD units in a safe, effective, efficient, and environmentally sound manner. In addition to preparing employees to manage and maintain TSD units under normal conditions, the training program ensures that employees are prepared to respond in a prompt and effective manner should abnormal or emergency conditions occur.

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**PART III CLASS 1 MODIFICATIONS:
616 NONRADIOACTIVE DANGEROUS WASTE STORAGE FACILITY
UNIT-SPECIFIC CONDITIONS (cont.)**

Replacement for
Appendix 8A, Training Plan
DOE/RL-89-03, Rev. 2

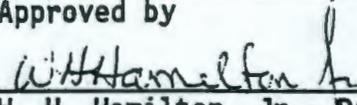
WESTINGHOUSE HANFORD COMPANY

Manual
Section
PageWHC-CM-5-34
1.8, REV 3*
1 of 25SOLID WASTE DISPOSAL
OPERATIONS ADMINISTRATIONEffective Date October 16, 1995
Organization PSS/Solid Waste
Disposal

TITLE:

Approved by

TRAINING PLAN


W. H. Hamilton, Jr., Director
Solid Waste Disposal

1.0 PURPOSE

This training plan implements the training requirements for Solid Waste Disposal (SWD) personnel. It represents a graded systematic approach to training requirements of pertinent federal, state and/or contractor regulations that apply to SWD personnel. This training plan also represents the training plan required by WAC-173-303 (2) and 29 CFR 1910.120 (e)(1)(i) for hazardous waste treatment, storage, and/or disposal (TSD) facilities.

2.0 SCOPE

This training plan applies to all SWD personnel and other personnel who support SWD to the extent that their activities relate to SWD facilities. It specifies the training requirements and responsibilities for new and continuing employees, to ensure personnel are qualified to perform their job assignments. This training plan describes training program implementation, functions, and responsibilities.

3.0 DEFINITIONS

The following definitions apply to SWD.

Exception. A formal waiver granted to exempt an individual from a required training course.

Extension. Delay granted to meet initial training requirements or delay beyond the last date of the retrain zone granted to meet retraining requirements.

Facility. Equipment, systems, buildings, and other property units that facilitate or make an activity possible. Also used to refer to a TSD unit.

Function Manager. Any manager reporting directly to the division director.

Team Leader. Any first-line leader of a group.

Job Performance Measure (JPM). A tool designed to evaluate related knowledge, skills, and abilities for a specific task or subtask.

*This is a total rewrite; therefore, no revision bars are used to indicate changes.

TRAINING PLAN

Maintenance Manager. An operating facility level 4 manager of maintenance first-line managers and bargaining unit personnel.

Plant/Facility Manager. Manager of an operating facility.

Operating Facility. A SWD operating facility that encompasses the facilities in Solid Waste Management (SWM) and T Plant.

Operations Manager. An operating facility manager of operations team leaders and bargaining unit personnel.

4.0 RESPONSIBILITIES

This section outlines the responsibilities and organizational structure of SWD and operations training as related to SWD Operations.

4.1 Managers/Team Leaders

All SWD managers/team leaders are responsible for the following (as applicable):

- Providing a training needs analysis to all employees newly assigned to SWD. The needs analysis will define actual training required by job assignment and will be placed the employee's field training file. The needs analysis may be used to document training exceptions, subsequent exceptions will be documented on a training exceptions form or an updated training needs analysis
- Ensuring that employees assigned to them receive required initial training, continuing training, and retraining as needed to be qualified to perform their assigned duties (Appendix A)
- Maintaining up-to-date personnel training records for the employees assigned to them, in accordance with Section 5.3 of this training plan. Managers will be able to demonstrate that their employees are qualified to perform their assigned tasks, in accordance with this training plan
- Functioning as the qualifying official for all assigned personnel except as noted in Sections 4.2 and 4.3.
- Determining the specific qualification goals for each individual, consistent with this training plan
- Providing development and review support for training materials; recommending material(s) for approval
- Supervising and/or conducting on-the-job training (OJT) of assigned personnel
- Recommending training exceptions or extensions

TRAINING PLAN

- Participating in oral examinations as required
- Serving as a member of the Training Review Board, which affects assigned personnel
- Ensuring that emergency drills performed are safe and efficient
- Assisting the drill coordinator in preparing and implementing drill exercises.

4.2 Plant/Facility Manager

The plant/facility manager reports to the SWD manager and is responsible for the following:

- Ensuring that the training program and qualification programs are administered, improved, maintained, and are consistent with and applicable to facility configuration. Plant/facility managers may delegate this responsibility to operations managers for nonmanagement positions.
- Functioning as the operating facility qualifying official by acting as signature authority for all qualified operations managers/team leaders. This task may be delegated to the deputy plant manager.
- Approving exceptions or extensions in individual training plans.

4.3 Operations Manager

The operations manager reports to the plant/facility manager and is responsible for the following functions for operations personnel:

- Acting as the approval authority for all operations training
- Maintaining the quality of OJT instruction through periodic observation of formal OJT. As a minimum this will be done as part of their bi-annual facility qualification.

4.4 Operations Team Leaders

The team leaders of operations bargaining unit personnel assigned to SWM, the Waste Receiving and Processing (WRAP) facility, and T Plant, report to their respective operations manager. The operations team leaders are responsible for the following:

- Ensuring a sufficient number of trained and qualified personnel are available to safely meet the operations schedules of the SWD facilities
- Ensuring that operations personnel assigned to an operations task are qualified on that task

TRAINING PLAN

- Ensuring the training progress of assigned personnel and that all training requirements are met.
- Maintaining the quality of OJT instruction through periodic observation of formal OJT.

4.5 Maintenance Managers

All SWD maintenance managers are responsible for the following (as applicable to maintenance personnel):

- Acting as the approval authority for all maintenance training
- Maintaining the quality of OJT instruction through periodic observation of formal OJT. As a minimum this observation will be documented at least bi-annually.

4.6 Maintenance Team Leader

The team leaders of bargaining unit personnel assigned to SWM, the WRAP facility, and T Plant, report to the maintenance manager and are responsible for the following:

- Ensuring a sufficient number of trained and qualified personnel are available to safely meet the maintenance schedules of the SWD facilities
- Ensuring that maintenance personnel assigned to a maintenance task are qualified on that task
- Ensuring the training progress of assigned personnel and that all training requirements are met
- Maintaining the quality of OJT instruction through periodic observation of formal OJT.

4.7 Program Control and Administration (PC&A) Manager

The PC&A manager ensures that this SWD training plan is evaluated periodically using a systematic approach. At a minimum, the training plan will be reviewed annually.

4.8 OJT Instructors

Qualified operators and maintenance craft personnel may be trained as OJT instructors. The OJT process is described in Section 5.6.

The OJT instructors are responsible for the following:

- Providing supervised hands-on training in the work environment to accomplish performance objectives required for completion and evaluation of the training tasks

TRAINING PLAN

- Ensuring that the trainee has satisfactory knowledge of and competence in skills requirements, as defined on the qualification card and in the study guide
- Signing and dating the OJT qualification card, indicating that the acceptable performance levels were met as required by plant operating procedures, study guide references, and the appropriate OJT qualification cards.

4.9 Employees

All SWD employees and support personnel are responsible for the following:

- Working with their managers to define appropriate training
- Completing necessary training to gain/maintain qualifications.

4.10 Training Manager/Team Leader

The training manager/team leader establishes, conducts, and administers the training program for the SWD facility managers to ensure personnel are trained to meet their assigned tasks. In addition to the minimum training requirements listed in Appendix A, the training team leader will also qualify as a operations manager/team leader at the discretion of the plant manager.

The training managers/team leaders provide classroom instruction and training in accordance with the requirements established in this training plan. As defined in this training plan, training team leaders support final written and oral examinations and OJT documentation. SWD facility managers are responsible for OJT and qualification.

The training managers/team leaders are responsible for the following:

- Developing and conducting training
- Assigning dedicated instructors to the facilities to meet the needs of SWD facility personnel
- Assisting managers/team leaders in implementing training requirements for their personnel
- Reviewing training requirements annually (at a minimum) for adequacy of need and adherence to regulations
- Reporting overdue training to SWD managers
- Processing extensions/exceptions to training requirements
- Assisting managers in scheduling training classes
- Evaluating training program effectiveness
- Instructing training classes

TRAINING PLAN

- Indoctrinating and training assigned instructors
- Developing and updating training texts and lesson plans
- Preparing, administering, and evaluating written examinations
- Preparing and updating study guides and OJT qualification cards
- Preparing and administering requalification lectures and examinations
- Preparing and administering JPMs
- Preparing and updating quarterly a list of the qualification status for all personnel assigned. This list must include job title and name of the employee. The list, this training plan, and all personnel training files (Section 5.3) comprise the training plan required by WAC-173-303-330(2) and are subject to regulator inspection/audit.

4.11 Instructor

The instructor is a primary contact between the SWD personnel and the training organization. The instructor should understand the processes and equipment pertinent to facility operations. The instructor coordinates training activities for SWD with the respective operations managers. Instructors may be assigned responsibility for the following:

- Developing and maintaining study guides and OJT qualification cards
- Developing, maintaining, and administering written examinations
- Developing and conducting training on both new and existing systems or equipment
- Maintaining and coordinating the development and revision of training materials
- Providing (or assisting in conducting) designated training
- Providing or supporting special training programs
- Providing and updating facility-specific training schedules
- Providing periodic status reports, and assisting with designated training reports
- Advising management of changing training needs, scope, and contractual requirements
- Developing JPMs for use in conducting operational examinations.

TRAINING PLAN

5.0 GENERAL ADMINISTRATIVE REQUIREMENTS

Administrative training requirements for all SWD personnel are specified in the sections that follow. The SWD operations training program requirements are specified in Section 6.0.

5.1 Training Identification

The position terminology used in Appendix A represents the standard nomenclature used on the Hanford Site. For the purpose of compliance with WAC-173-303-330(2), the following position equivalencies are established:

WAC 173-303
Position CategoriesAppendix A Positions Included
in WAC 173-303 Categories

All Employees

Hanford Site personnel, visitors, and subcontractors not included in one of the following categories who enter a TSD unit where regulated or permitted dangerous waste management activities are conducted in accordance with the WAC 173-303.

General Worker

Hanford Site personnel, visitors, and subcontractors with waste management duties such as waste generation, container packaging, conducting surveys, loading containers, or providing direct oversight to waste handling activities. Examples include the following positions (Appendix A):

- Maintenance personnel
- Contractor crafts
- Radiological control technicians
- Truck drivers
- Process crane operators
- Engineer.

Advanced General Worker

Hanford Site personnel whose duties exceed that of General Workers as follows:

- Nuclear process operators qualified in the T Plant complex
- Nuclear process operators qualified in any of the SWM facilities
- Nuclear process operators qualified in the WRAP facility.

TRAINING PLAN

General Managers

Hanford Site personnel who hold positions or responsibilities in the following areas:

- Personnel who act as the Emergency Coordinator and/or alternate
- T Plant, Solid Waste, or WRAP operations managers, operations person-in-charge (PIC), or operations team leaders
- T Plant, Solid Waste, or WRAP building emergency directors
- T Plant, Solid Waste, or WRAP environmental compliance officers
- Engineer/scientist/hazardous material specialist/team leader in the Generator and Waste Acceptance Services group
- Engineers who affect the process/safety systems of a SWD facility (may include cognizant, systems, test, and/or maintenance engineers).

General Shipper

Hanford Site personnel who prepare and sign waste movement documentation for onsite and offsite shipments.

Appendix A provides training classes applicable to each position.

5.2 Minimum Position Requirements

Minimum position requirements are established for all positions. For bargaining unit, nonexempt, and nonmanagement exempt positions, the requirements are specified in standard position descriptions located in each individual's training field file. For management and team leaders the requirements are specified in individual position descriptions, subject to the minimum requirements specified in Appendix A, Table 1. For exceptions to these standard requirements where an individual does not meet the literal education requirements, consideration may be given to the collective experience of the person with two years of experience equal to one year of formal education. Individuals who do not meet the experience requirements for a position may be assigned to that position, providing the overall operating organization is considered balanced and strong. Exceptions are approved on a case-by-case basis by the SWD manager on the appropriate employment documentation.

Table 1. Minimum Position Requirements for Selected Positions.

Position	Education degree	Related experience
Managers	Bachelor	4 Years
Team Leaders	High School	3 Years
Operators	High School	--

All personnel assigned to SWD on or before August 12, 1992 are considered to meet the requirements of Section 5.2 for their current and future positions within SWD.

TRAINING PLAN**5.3 All Employees**

New employees must meet the training requirements described in Appendix A within six months of assignment to SWD. In addition, as new requirements are identified and indicated in this training plan, SWD personnel will comply the new requirements within six months of implementation. All SWD managers will prepare a training field file for all their employees. The training field file includes the following:

- Employee profile system worksheet (not required for bargaining unit personnel)
- Health evaluation
- Completed Hanford Site training
- Initial training plan and annual updates (training needs analysis)
- Qualifications achieved (both company and outside sources)
- Correspondence related to exceptions or extensions to training
- Position description.

In addition to the items listed in Sections 5.0 through 5.2, all operations managers, operations team leaders, and operators complete the 200 Area Operations fundamental training programs. Exceptions to this requirement may be authorized by the SWD director based on formal education background and technical experience.

The operations managers and operations team leaders will demonstrate a satisfactory level of knowledge in all areas in which their employees must be qualified by meeting the requirements identified in Appendix A. The operations managers, operations team leaders, and criticality safety representatives also will demonstrate a satisfactory knowledge level to an oral examination board before final qualification.

5.4 Examinations, Tests, and Quizzes

Where specified on the course outline, training courses provide a method to evaluate whether an employee is ready for either a new or continuing assignment and how much required training has been completed. In these cases, the employee must demonstrate a satisfactory knowledge of all required subjects covered in the training program. This demonstration may include written, oral, and operational examinations as appropriate to the position, experience, and educational level of the employee. Quizzes may be used for intermediate evaluation of the effectiveness of on-going training.

5.4.1 Examination Development

Examinations cover subjects in which personnel are expected to be proficient and emphasize those subjects covered by the continuing training program. Requalification and continuing training program examinations cover materials in accordance with training requirements.

The goal of an examination is to produce a fair and consistent evaluation of an employee's readiness for either a new or continuing assignment to specific tasks and/or completion of required training.

Examinations test the depth of knowledge defined in the related study guides and practical knowledge defined on the OJT qualification cards for the position.

5.4.2 Administration of Written Examinations for SWD Operations

Written examinations are given as part of the qualification or requalification process for personnel in job positions requiring formal qualification. Written examinations for requalifications are given every two years for the following qualifications:

- Managers plant specifics (SWM only)
- T Plant surveillance
- T Plant waste handler
- T Plant Canyon decontamination
- 2706-T decontamination
- Central Waste Complex operations
- Transuranic (TRU) Storage and Assay Facility (TRUSAF)
- Nonradioactive Dangerous Waste Storage Facility
- Low-Level Burial Grounds
- Radioactive Mixed Waste Land Disposal Facility
- TRU Retrieval program
- Solid Waste verification sampling.

The following comprehensive written examinations will be given when WRAP is operational:

- Shipping and receiving operator
- Process glovebox operator
- Restricted waste glovebox operator
- Control room personnel
- Operations team leaders/managers.

5.4.3 Administration of JPMs for SWD Operations

Completion of JPMs is the final step in achieving job qualification for SWD operators. The JPMs are administered by qualified independent evaluators who are either operations team leaders or training personnel, but not the immediate team leader of the employee being evaluated. The examination consists of a minimum of two, and not more than 15, JPMs sufficient to evaluate an individual's knowledge, skills, and abilities in all important areas of job performance. Independent evaluators act as the final approval authority for the qualification process.

5.4.4 Examination Control

The training team leaders approve qualification examinations. Completed examinations are retained as part of completed qualification records. Examinations are controlled to prevent compromise of examination material. The examinations are stored in a locked storage container or in password protected computer files except as required for administering to a student, review by the oral examination board, for audit purposes, or update by

examination author. Approved locations for storage of written examination material are designated by the training organization.

5.4.5 Oral Examinations

The final step of a qualification process for operations managers/team leaders or Criticality Safety Representatives is an oral examination. This evaluation assesses the candidate's knowledge of operations, systems, and interactions to determine the candidate's readiness for qualification and for assuming the responsibilities of a qualified SWD manager/team leader or Criticality Safety Representative.

5.4.5.1 Oral Examination Board. The Oral Examination Board consists of a minimum of four members. These members evaluate and score the candidate's responses. The board is chosen from the following (or their designees):

- Operations support manager (as applicable)
- Facility operations manager
- Operations engineering manager
- Nuclear, safety, and/or environmental manager
- Operations team leader
- Applicable SWD training team leader
- Radiological control manager
- Plant or deputy plant manager.

The plant manager or deputy plant manager acts as the board's chairperson and performs the following:

- Ensures all prerequisites are met before commencing the oral board
- Provides a schedule for the candidate and board members with the time and location at least five working days before the board meeting
- Ensures the board is conducted in a professional manner and that the established rules and guidelines are followed
- Ensures the candidate is aware of the following:
 - The general conduct, scope, and length of the examination, and other pertinent information
 - The candidate's right to seek clarification of the examiner's questions when necessary
- Provides the candidate with the results of the board.

5.4.5.2 Oral Examination Categories. The oral examination consists of documented questions from (but not limited to) the following specific areas, if applicable to the facility or position:

- Design, control, operating, safety/safety analysis report limitations, and facility permit requirements

TRAINING PLAN

- Means by which facility design, operations, or procedures may be changed
- Radioactive and nonradioactive hazards within the facilities or plant
- Handling, controlling, and disposing of radioactive and nonradioactive hazardous materials and effluents
- Criticality safety requirements and procedures
- Industrial and fire safety, security, conduct of operations, and emergency systems, including reporting procedures
- Mechanical, electrical, and chemical theory
- Facility operating characteristics
- Job Control System (JCS).

5.4.5.3 Documentation and Evaluation of Oral Examinations. Each oral examination is documented on an oral examination form identified in the examination procedures and supplied to each examiner. The examiner documents only the comments that are relevant to determining a pass or fail conclusion. The candidate and selected training personnel may see the comments. Each examiner evaluates the candidate's responses to every question that the examiner feels able to properly assess.

The following system is used for grading the examination.

- S--(SAT). Excellent to good knowledge and understanding of the subject. The candidate has demonstrated sufficient knowledge to safely carry out the responsibilities of the position.
- M--(Marginal). Fair working knowledge and understanding of the subject. The candidate may have difficulty answering questions in depth and relating the interaction between various systems.
- U--(UNSAT). Poor working knowledge and understanding of the subject. The candidate is unable to provide an answer, or the answers are incorrect or incomplete. The candidate shows obvious unfamiliarity with the subject, such as unusually hesitant answers or lack of understanding.

All grades are awarded on the basis of the candidate's verbal responses during the oral examination. The use of marginal evaluations should be minimized. Areas where the candidate's knowledge is marginal should be explored further in an attempt to determine if an "S" or "U" rating is warranted. If the marginal evaluation stands, supporting notes should be included, and the examiners objectively judge whether the candidate should pass or fail the examination. The candidate may be allowed to take additional training at a later date and retake an unsatisfactory or marginal portion of the Oral Board Examination, at the board's discretion.

**SOLID WASTE DISPOSAL
OPERATIONS ADMINISTRATION**
**Manual
Section
Page
Effective Date**
**WHC-CM-5-34
1.8, REV 3
13 of 25
October 16, 1995**

TRAINING PLAN

The forms pertaining to the examination should be used only as an aid to the examiners in conducting the examination and as a means of documenting the basis for the examiner's pass/fail determination. The pass/fail determination is based on an audit of the candidate's level of knowledge, and (as such) all applicable areas should be explored in varying degrees of depth.

Each examiner must recommend approval or disapproval of the qualification based on the results of the entire examination. To successfully pass the oral examination, the candidate must receive a passing grade from each of the examiners.

5.4.6 Grading Standards--Written Examinations

For bargaining unit personnel, the satisfactory performance level for any objectively graded written examination is 70 percent. If the average grade is less than 70 percent, the entire examination must be retaken following remedial training, as specified in Section 5.9 and in accordance with the agreement between Westinghouse Hanford Company (WHC) and Hanford Atomic Metal Trades Council (HAMTC).

For exempt personnel, the satisfactory performance level for any objectively graded written examination is 80 percent. If the average grade is less than 80 percent, the entire examination must be retaken following remedial training, as specified in Section 5.9.

**5.5 OJT Qualification Cards and Study Guide
Administration for Operations**

The OJT instructors use OJT qualification cards that are task oriented and based on the study guides to implement the OJT training and evaluation process. A job-task analysis is used to determine which tasks are addressed in the study guides and listed on OJT qualification cards. The OJT qualification card documents the OJT process.

The OJT qualification card is an auditable record of an individual's participation in the performance-based training program. The OJT qualification card contains specific tasks identified by the job-task analysis for discussion, performance, and/or simulation. On completion of the training and evaluation process, the OJT instructor signs off each task item.

Study guides provide references to a document or documents that define the knowledge and skill requirements for OJT qualification cards. The skill requirements are listed on the associated study guide. The study guide is a study reference document; training guidance instrument; and provides evaluation criteria for trainers, instructors, evaluators, and managers.

The first pages of the OJT qualification card explain the purpose and give definitions of performance criteria for qualification. The following pages of the OJT qualification card identify the performance actions, associated knowledge and skill requirements, and the locations of detailed reference information to support the knowledge items.

Study guides should be reviewed by a subject matter expert (SME) who was not directly involved in the development and approved before the study guide may be used.

5.6 OJT Qualification Guides for Maintenance Personnel

Maintenance OJT Instructors use OJT qualification guides to implement the OJT training process. A job-task analysis is used to determine which tasks are covered in the OJT qualification guides. The OJT qualification card documents the OJT process.

The OJT qualification card is an auditable record of an individual's participation in the performance-based training program. The OJT qualification card contains specific tasks identified by the job-task analysis for discussion, performance, and/or simulation. Upon completion of the training and evaluation process, the OJT instructor will sign off each task item.

The OJT qualification guide contains specific knowledge and skill requirements, specific technical material and references to enable the student to complete the identified task. The OJT qualification guide is a study reference document, training guidance instrument, and evaluation criteria for trainers, instructors, evaluators, and managers.

Section 1 of the OJT qualification guide identifies the specific task and the supporting skills and knowledge. Section 2 contains the technical material that addresses each knowledge factor. Section 3 contains the hands-on training where the student practices the specific skill factors. Section 4 contains the JPM and the qualification card.

OJT qualification guides should be reviewed by a SME who was not directly involved in their development and approved before use.

5.7 OJT

All OJT in SWD facilities is performance based. The method of conducting OJT, the required level of accomplishment, and performance test criteria are determined during the training material development process. The training and performance testing a trainee receives will qualify that individual to perform the task. Study guides and OJT qualification cards for individual qualification are developed to document training and to provide guidance for the instructor and the trainee.

The OJT instructors, SMEs, selected operators, maintenance crafts personnel, managers, and operations team leaders will be qualified to conduct OJT and performance tests. The primary method used to conduct OJT is the demonstration-performance method. When conditions warrant, alternate methods (such as discussion) may be used.

TRAINING PLAN**5.8 Proficiency Maintenance**

It is necessary to maintain proficiency in facility operations and maintenance. This requires periodic hands-on experience to supplement the formal qualifications for facilities and/or watch stations. The following requirements will be met to ensure that proficiency is maintained:

1. An operator who fills one of the following positions must have completed a full shift in the same position within the last six months:
 - T Plant surveillance operator
 - 2706-T decontamination operator
 - TRUSAF operator
 - CWC operations operator
 - Nonradioactive Dangerous Waste Storage Facility operator
 - Low-Level Burial Grounds operator
 - Solid Waste verification sampling
 - Canyon decontamination operator
 - T Plant waste handler
 - Shipping and receiving operator
 - Process glovebox operator
 - Restricted waste glovebox operator
 - Control room personnel.
2. An operator at SWM who does not complete a full shift in a position in any six-month period has not maintained proficiency. This can be rectified by reviewing the facility/position status with the responsible manager and documenting satisfactory review in the individual's training file.
3. At T Plant, an operations team leader will confirm completion of proficiency by signing the appropriate block in the T Plant Nuclear Operator Requalification Record Book. Loss of proficiency can be regained by obtaining an oral examination from the Operations manager. The Operations manager will annotate this in the T Plant Nuclear Operator Requalification Record Book. This will be annotated in the operator's training field file.
4. Items 1 and 2 are applicable to SWM operations team leaders. The SWM Operations team leaders will take the actions specified in Item 2 to renew proficiency. T Plant Operations managers and operations team leaders will maintain proficiency by standing a full shift in their qualified position. This will be documented in their training field file.
5. Operations managers, operations team leaders, and plant/facility managers will maintain proficiency through their normal duties.
6. Proficiency of SWD maintenance personnel will be maintained by performance of assigned tasks or through equivalent training.

TRAINING PLAN

5.9 Failure Criteria

Failure to complete a component of a training program, failure to meet specified criteria during initial and continuing training, and/or a demonstrated deficiency requires initiating a remedial training program. An employee who has failed all or part of a training program must be assigned duties that do not require the failed training or be supervised by a trained individual. Remedial training is conducted in accordance with Section 5.10.

5.10 Remedial Training

Remedial training is an individually prepared program transmitted to the individual by internal memo from their immediate manager along with a remedial/retraining plan (the plan need not be more the one page in length). The program gives the individual experiencing difficulty written direction for actions to achieve required results. The remedial training program evaluates the effectiveness of the remedial training (i.e., for a classroom examination failure, a re-examination; for operational difficulties, an operational evaluation).

Remedial training programs are assigned as necessary, but must be assigned for the following:

- Failed classroom examinations
- Failed written qualification examinations
- Failed JPMs
- Failed oral board examinations
- Failed biennial written examinations.

The remedial training should be designed to ensure that the individual acquires additional knowledge. A two-week minimum waiting period is required before an employee may retake a failed written or qualification examination. Remedial training may be recommended by the individual's immediate manager, instructors, or training evaluators.

Remedial training must be approved by the appropriate line manager. The completed copy of the remedial/retraining plan and its results will be filed with the individual's training field file.

5.11 Training Review Board

The employee's immediate manager or team leader determines and recommends to the Training Review Board the requirements for the following:

- Individual requalification for previously qualified personnel returning to work following extended absences (greater than six months for SWM and three months for T Plant) and/or corrective action
- Individual requalification for previously qualified personnel demonstrating poor performance in the training program or facility operations.

TRAINING PLAN

The Training Review Board consists of the following:

- Individual's function manager
- Individual's facility/field operations manager or operations team leader
- SWM and/or T Plant training team leader or Operations Support team leader (when applicable)
- A bargaining unit member as applicable.

A copy of approved corrective actions and applicable milestones must be filed in the individual's field training file. Documentation of completion of corrective actions is submitted with completion of the associated training.

The Training Review Board approves a recommended course of action.

5.12 Continuing Training Program

Continuing training is designed to maintain and enhance the proficiency of operations personnel.

Continuing training provides qualification-oriented training and refresher training in selected areas.

The program, at the option of the training manager/team leader, may include:

- Attendance at selected continuing training lectures
- Completion of required reading
- Completion of selected OJT tasks
- Completion of all courses to maintain job qualifications
- Drills in the facility for response to abnormal or accident situations.

The training managers/team leaders document the completion of continuing lectures and OJT (beyond that required for qualification).

Continuing training lectures are scheduled and conducted as required.

If employees miss a lecture, their team leader/manager or another team leader/manager will cover the equivalent material and document the lectures in their training file.

TRAINING PLAN

Training is specific to each operating facility. The SWD training team leaders, maintenance team leaders, and/or Operations Support team leaders compile the agenda for the lectures based on information received from operations, engineering, maintenance, and/or training needs. The lecture topics could include the following:

- Changes and upgrades to qualification packages
- Procedural changes
- Process/structural changes
- Industry events
- Unusual occurrences
- Lessons learned
- Demonstrated knowledge deficiencies
- Upgrading existing knowledge levels.

At T Plant, in addition to the requirements listed previously, the operators continuing training program, along with requalification, is documented through the use of the T Plant Nuclear Process Operator Requalification Record Book. This requalification book contains the following areas:

- Proficiency watches
- Procedure reviews
- Emergency Procedures/Abnormal Plant Conditions class/examination
- Quarterly continuing training classes
- Operator record book review by T Plant training staff.

This requalification book is issued on the date of initial qualification and completed on a two-year cycle.

5.13 Required Reading

Important information relative to job assignments must be made available to appropriate personnel. The SWD uses required reading as a formal system to ensure that appropriate individuals receive important information.

5.14 Drill Program Description

Drills are conducted for operations personnel to develop and maintain proficiency in responding to abnormal or accident conditions. Teamwork skills are integrated into situations where technical knowledge and team skills are necessary. The objective is to establish, maintain, and enhance the performance of the individual and the team. Drill scenarios should identify and correct performance deficiencies related to abnormal and/or emergency situations.

5.15 Training Material Development

Training material is developed using a systematic approach (e.g., performance-based training) to ensure that all personnel are qualified to perform job requirements.

TRAINING PLAN

The affected group management, operations training, and facility management approve training materials. In addition, training material may be reviewed by other support organizations, as determined by SWD management.

5.16 Training Material Maintenance

Training material will be reviewed for accuracy as changes to state or federal regulations, plant or facility design or processes change, or changes in plant operating procedures take place. Training material will be reviewed and updated at intervals not to exceed two years.

5.17 Training Status Records

Training records are maintained by using the training records information (TRI) system and with the updates to employee training field file.

5.18 Exceptions and Extensions

The following sections discuss exceptions and extensions.

5.18.1 Exceptions

Exceptions to initial and continuing training are considered on a case-by-case basis and are initiated by individual's immediate manager or team leader. The employee's name, the subject for which the exception is requested, and justification for the exception are sent to a plant/facility manager, or manager equal in authority for approval.

Under certain conditions, employees may be granted equivalency or be exempted or waived from specific qualification prerequisites or requirements.

Any deviation from the normal qualification requirements or qualification path must be documented on the individual's training field file. This documentation states what specific variation is requested and provides a short justification for the variation. No employee can be exempted from written or oral examination requirements associated with the qualification.

5.18.2 Extensions

Extensions of qualifications may be granted on a case-by-case basis by the plant/facility manager or manager equal in authority. Requests for extensions are prepared and processed by the applicable training team leader for approval by the applicable manager. An individual's manager or team leader will initiate the request for extension and should include, as a minimum, the following:

- The length of extension
- An explanation of the circumstances that prevented the person from completing the requirements
- A description of the operational schedule and/or commitment that necessitated the extension.

NOTE: Extensions of qualification for nuclear operators, operations team leaders, and managers usually will not be granted.

TRAINING PLAN

Anyone whose qualification has lapsed will be designated as a trainee in that area. Trainees will perform work as an extension of a qualified person only if the trainees are physically controllable by the qualified person.

5.19 Instructor SMEs

The SMEs may be part-time instructors under the following conditions.

- The SME is qualified (or previously qualified) and/or experienced in a particular subject, topic, or system.
- The technical competence of the SME is verified by virtue of the individual's job assignment and overall command of the subject matter.
- An SME may be used to team-teach with the primary instructor.

5.20 Training Records

The SWD processes training records as follows.

- The original records are sent to and recorded on the TRI system.
- Field copies of records are maintained in the employee's training file. Contents of these files are listed in Section 5.3.
- A current training record is maintained by the individual's manager or team leader for the duration of employment in the facility, plus a three-year audit period. Personnel training records may accompany personnel transferred within the same company.
- The responsible team leader reviews individual training records annually to ensure that tasks assigned and training received are appropriate for their employees. This review is completed before January 1 of each year to establish the plan for the next year.
- Letters or statements indicating the acceptance or denial of a request for exception to training and the basis for the justification are maintained in the employee's training field file.
- As required by Section 5.3, the employee profile system worksheet, recent health evaluation, position description, and statement of qualifications achieved also are maintained in the training field file.

The following forms can be obtained from applicable SWD training sections and are used to support and document the SWD training programs.

- The Initial Training Record documents the initial training required for an employee newly hired into SWD. This record is maintained in the employee's training field file and updated annually.

TRAINING PLAN

- The Employee Training Checklist documents the training required and received to prepare the individual for qualification. These checklists are maintained in the employee's training field file.
- The OJT qualification cards are used during the qualification process to record the completion of the required task items. The OJT qualification cards provide a permanent record of the qualification for each qualification package. These qualification cards are maintained in the employee's training field file.
- The Oral Examination form records both the questions asked and key points from answers given during an Oral Board Examination. The Oral Examination form provides a permanent record to qualify the individual for qualification. This form is maintained in the employee's training field file along with all data pertinent to the examination.

5.21 Qualified Personnel Status Report

The SWM and T Plant Training organizations issue a bi-weekly report to Solid Waste and T Plant facility managers that provides the current training status for each of their employees. The report shows training that is coming due and/or past due. The managers are responsible for scheduling their employees for the applicable training.

NOTE: Managers are encouraged to use their training sections to assist them in scheduling and tracking training.

The PC&A manager compiles and issues a monthly report to the manager, SWD, identifying all SWD past-due training.

A current list by name, job title, and job description for each SWD facility will be issued quarterly by training team leaders. The lists will be kept in each facility office to satisfy the requirements of WAC-173-303-330(2).

5.22 Facility Modifications, Procedure Changes, and Operating Experiences

Training on selected facility modifications, procedure changes, and operating experience is conducted during the continuing training program. When warranted by the significance of the information, the manager, team leader, or other appropriate personnel conduct a brief personnel lecture on the subject, incorporate the information into the support training schedule, or include the information in required reading.

5.23 Qualification Process Requirements

The SWD managers ensure that all employee personnel training field files and Employee Profile System Worksheets are maintained in accordance with Section 5.19.

5.24 Qualification Restrictions and Durations

Qualifications are granted only if the following conditions are met.

- All qualification requirements are completed (written and/or oral examinations, OJT requirements, and JPMs).
- Other specified requirements are completed (e.g., medical examinations).
- Immediate manager gives approval.
- For operations qualifications, an independent training evaluator verifies satisfactory completion of tasks that result in qualification.

5.25 Requalification Process

All employees will complete all training programs and/or courses in accordance with the established guidelines for the individual program/course. Requalification for specific job assignments is specified in Appendix A.

Written and/or oral examinations and proficiency demonstrations are used (to the extent possible) for requalification if the facility is not operated frequently enough to meet normal proficiency requirements.

If an employee has not received the job-specific training or retraining required for the work assignment within the required time, the employee will be relieved from the assignment until the required training or retraining is complete. The employee will, however, be allowed to work in the assignment under the direction of a qualified employee.

6.0 SOLID WASTE DISPOSAL TRAINING PROGRAMS

The following is a discussion of training programs for the primary employee groups in SWD.

6.1 Nuclear Operator Training

Training requirements for SWD nuclear operators are outlined in Appendix A.

6.2 Managers/Team Leaders

An individual completing manager qualification may be assigned to a management or operations team leader position directing the actions of operators in SWD bargaining unit seniority group 004 (operator).

TRAINING PLAN**6.3 Technical Support Personnel**

Within SWD, training requirements for personnel who are classified as technical support personnel are shown in Appendix A. Quality assurance, safety, and radiological control personnel have additional training requirements outside of this training plan that are determined by their parent organizations. The facility requirements in this training plan for quality assurance and safety personnel are listed in Appendix A.

6.4 Maintenance Technician Training

Training requirements for SWD maintenance technicians are outlined in Appendix A.

6.4.1 Maintenance Technician Initial Training

This program was implemented on July 1, 1995. All SWD maintenance technicians on staff as of July 1, 1995, meet the qualification requirements of this program.

6.4.2 Maintenance Technician Continuing Training

The maintenance continuing training program will be conducted in accordance with Section 5.12 of this procedure.

6.5 Operator Instructor Training

The Solid Waste/T Plant training instructors will have successfully passed any course that they instruct and meet the requirements in Appendix A. At a minimum, all training instructors attend the Train the Trainer course given by the Quality Training and Resource Center, or an equivalent. The course work contains the basics of Performance-Based Training development, classroom presentation skills, and question writing and examination development.

6.6 Visitors

Visitors who require entry to SWD facilities will comply with the requirements in Appendix A.

Temporary employees and/or contract personnel must meet the training requirements in Appendix A for their position or job assignment.

7.0 PIC TRAINING

The PIC training is specialized training required for individuals assigned specific tasks for the direction of maintenance, modification, and testing at SWD. The PIC training provides detailed instruction on work release and work control and also provides material to increase the PIC's knowledge of SWD systems, facilities, and related technical information. This requirement, detailed in Appendix A, is applicable to the facility that the individuals support.

8.0 OCCURRENCE REPORTING INDOCTRINATION AND TRAINING

An occurrence reporting training program is required for facility personnel. The SWD training plan addresses the training requirements and establishes a compliance method as follows:

- All SWD personnel are required to attend Hanford General Employee Training (HGET), which includes a discussion on the philosophy of occurrence reporting.
- The SWD personnel who are responsible for occurrence reporting receive required training applicable to their responsibilities. The corresponding courses are listed in Appendix A.

9.0 UNREVIEWED SAFETY QUESTION EVALUATOR TRAINING

Unreviewed safety question evaluators screen and evaluate proposed changes to the facility or instances where operations may be outside of the identified safety envelope. Training is conducted in accordance with Appendix A.

10.0 DESIGNATED REVIEWING ORGANIZATIONS

Organizations designated to review changes to this document are as follows:

Project Support Services/Solid Waste Disposal	PSS/SWD
Emergency, Safety, and Quality Assurance/ Radiological Control	ESQ/RC

Comments from other organizations are welcome; however, such courtesy comments are resolved at the option of the originating organization.

11.0 REFERENCES

- WHC-IP-0867, *Operation Training Materials Development Guidelines*.
8.0, "Operational Examinations."
8A.0 "Job Performance Measures, Development & Approval."

12.0 BIBLIOGRAPHY

- DOE 1324.2A, "Records Disposition."
DOE 5480.1B, "Environment, Safety, and Health Program for DOE Operations."
WAC-173-303-330, "Personnel Training"
40 CFR 264.16, "Personnel Training"

SOLID WASTE DISPOSAL
OPERATIONS ADMINISTRATION

Manual
Section
Page
Effective Date

WHC-CM-5-34
1.8, REV 3
25 of 25
October 16, 1995

WHC-CM-1-3, *Management Requirements and Procedures*

MRP 4.5, "Medical Examinations."

MRP 5.12, "Identification and Resolution of Unreviewed Safety Questions."

MRP 5.14, "Occurrence Reporting and Processing of Operations
Information."

WHC-CM-3-5, *Document Control and Records Management Manual*

4.0, "Records Inventory and Disposition Schedules."

WHC-CM-4-11, *ALARA Program Manual*.

SOLID WASTE DISPOSAL
OPERATIONS ADMINISTRATION

TRAINING PLAN

Manual
Section
Appendix
Page
Effective Date

WHC-CM-5-34
1.8
A, REV 3*
A-1 of A-15
October 16, 1995

APPENDIX A
TRAINING AND QUALIFICATION REQUIREMENTS

The training addressed in this appendix is presented in three tables. Table 1 identifies training requirements by job position and lists course requirements by categories. In most cases job position titles are generic. Managers are responsible for determining which job position category is applicable for employees and the subsequent required training. Categories A through E identify RCRA required training and is subject to review and/or audit by the Washington State Department of Ecology. Categories F through K identify non-RCRA required training and, in regard to an Ecology audit, is intended as information only.

Tables 2 and 3 list courses by category. In Table 2, the categories correspond to the position categories addressed in paragraph 5.1 of this training plan. Table 3 categories organize courses into general groupings. Managers must determine the specific course requirements for employees based on both general requirements and requirements unique to an employee's job assignment. Some courses are annotated with a qualifier such as "As required by job assignment" or "For Solid Waste only." In these cases where an employee's assignment does not warrant certain courses, or the employee works for a facility other than the target audience of a course; the course is not considered required training. A listing of additional training (classified as enhanced training) to improve on an employee's job skills, but not otherwise required, can be obtained from the facility training groups.

To determine required training for an employee, refer to Table 1 and find a corresponding job position. Adjacent to the job position is a series of X's and numbers. The X's indicate all training in that category is required unless otherwise noted (e.g., "As required by job assignment," "For Solid Waste only," etc.). The numbers in place of X's under the main categories indicate the requirement to receive training only in the identified sections of that category. As an example, under Category C, a trainer is required only to take courses under C-1. A nuclear process operator is required to take all courses in Category C indicated in Table 1. For employees falling into more than job one position or assignment, the requirements of both job position categories apply.

A dotted line separating courses distinguishes initial and retraining courses. For example, course number 02006A is retrained in 000001. The initial course is listed first, followed by a dotted line then the requalification course. A dashed line between courses are courses that are interrelated and normally have a required prerequisite course or courses.

Note: Courses and course requirements for the WRAP I facility personnel are in development and will be addressed in these tables later.

*This is a total rewrite; therefore, no revision bars are used to indicate changes.

Table 1. Training Matrix.

Job Position	RCRA (Table 2)					NON-RCRA (Table 3)					
	A	B	C	D	E	F	G	H	I	J	K
SUPPORT PERSONNEL											
ACTIVITY ADMINISTRATOR/ENGINEER	X						3				
CLERK	X						3				
COMPUTER TECHNICIAN	X						3				
SECRETARY	X						3				
ENGINEERING WRITER	X						3				1
RECORDS SPECIALIST	X						3				
PROJECT CONTROL ANALYST	X						3				
PLANNER/SCHEDULER	X						3				
STAFF ASSISTANT	X						3				
SYSTEMS ANALYST	X						3				
WORK CONTROL PERSONNEL											
JOB CONTROL ADMINISTRATOR	X						1+3			1	1
JOB CONTROL CLERK	X						3			1	1
PLANNER/SCHEDULER	X						1+3			1	1
MATERIAL CONTROL SPECIALIST	X						3			1	1
MATERIAL COORDINATOR	X						3			1	1
TECHNICAL SUPPORT PERSONNEL											
ENGINEER/SCIENTIST (Facility)	X	1		2		1+6	1+3		1+6	1	1+6+7+12
ENGINEER/SCIENTIST (NON-Facility)	X			2		1+6	3				1+6+7
ENGINEER/SCIENTIST (Environmental)	X	X		2	1	1+6	3	2			
ENGINEER TECHNICIAN	X	X					3		1		1
ENVIRONMENTAL COMPLIANCE OFFICER	X	X		2	1	1	3	2	1		1+4+7
ENVIRONMENTAL ENGINEER (T Plant)	X	X		2	1	1+6	1+3	2	1		1
HEALTH PHYSICIST	X	1				1	3				1
HAZARDOUS MATERIAL SPECIALIST	X	X		2		1+6	3	2			1
INDUSTRIAL SAFETY ENGINEER	X	1				1	3				
PLANT ENGINEER (Facility)	X	1					1+3			1	1

**SOLID WASTE DISPOSAL
OPERATIONS ADMINISTRATION**
TRAINING PLAN
**Manual
Section
Appendix
Page
Effective Date**
**WHC-CM-5-34
1.8
A, REV 3*
A-3 of A-15
October 16, 1995**
Table 1. Training Matrix.

Job Position	RCRA (Table 2)					NON-RCRA (Table 3)					
	A	B	C	D	E	F	G	H	I	J	K
PLANT ENGINEER (NON-Facility)	X					1+6	3				
PLANT ENGINEER (Environmental)	X	X		2	1	1+6	3	2			
QUALITY ASSURANCE ENGINEER	X	1				1	3				
RADIOLOGICAL CONTROL ANALYST (RCT)	X	1				1	3				1
RCT NUCLEAR ENGINEER	X	1				1	3				1
TRAINING INSTRUCTOR	X	1	1			1+6	1+3	2			1+2+8
TRAINING EVALUATOR	X	1	2	2+4	1	1+6	1+3+9	2	1+4		1+2+8+10
CRAFT PERSONNEL											
ELECTRICIAN	X	1				1+5	1+3+4+8+9			2+5	1
INSTRUMENT TECHNICIAN	X	1				1+5	1+3+8+9			9	1
INSULATOR	X	1				1+5	1+3+5+9				1
MILLWRIGHT	X	1				1+5	1+3+4+9			10	1
NUCLEAR PROCESS OPERATOR	X	1	X			1+4	1+3+4+9	1	3+4+5+6	1+5	1+2
PAINTER	X	1				1+5	1+3+4+9			5	1
PIPEFITTER	X	1				1+5	1+3+4+9			5+6	1
PROCESS CRANE OPERATOR	X	1				1+5	1+3+9			8	1
RADIOLOGICAL CONTROL TECHNICIAN	X	1				2+5	1+3+4+9				1
RIGGER	X	1				1+5	1+3+4+9			7	1
SIGN PAINTER	X	1				1+5	1+3+9			5	1
TOOL CRIB ATTENDANT	X						3+9				1
TRUCK DRIVER	X	1				1+5	1+3+9	1	3	4	1
WELDER	X	1				1+5	1+3+4+9				1
MANAGEMENT PERSONNEL											
DIVISION DIRECTOR	X			1			3				1
MANAGERS/DEPUTY MANAGERS											
ENGINEERING (Facility)	X	1		2		1+6	1+2+3		1+6	1	1+3+6+7
ENVIRONMENTAL ENGINEERING	X	X	X	2	1	1+6	1+2+3+9	2	1+6	1	1+3+4+6+7
MAINTENANCE	X	1		2			1+2+3		1+6	1	1+3+6+10

Table 1. Training Matrix.

Job Position	RCRA (Table 2)					NON-RCRA (Table 3)					
	A	B	C	D	E	F	G	H	I	J	K
OPERATIONAL READINESS REVIEW	X	1				1	1+2+3+9		1		1+3+6
OPERATIONS	X	1	X	2+3+4	1	1+6	1+2+3+9	2	1+2+4+6	1	1+2+3+6+7+10
OPERATIONS SUPPORT & WORK CONTROL	X	1		2			1+2+3		1+6	1	1+3+6+10
OTHER (NON-FACILITY MGRS)	X						3		1		
PLANT MGR/DEPUTY MGR	X	1		1		1+6	1+2+3		1+6		1+3+6
RADIOLOGICAL CONTROL	X	1		2		1+3+5	2+3+9		1+2+6		1+3
TEAM LEADERS											
GENERATOR & WASTE SERVICES	X	X				1+6	2+3	2	1		1
MAINTENANCE	X	1					1+2+3+6		1+6	1	1+3+6+10
OPERATIONS	X	1	X	2+3+4	1	1+6	1+2+3+9	2	1+2+4+6	1	1+2+3+6+10
OPERATIONS SUPPORT	X	1					2+3+6		1+6		1+3+6+10
RADIOLOGICAL CONTROL	X	1		2		1+3+5	2+3+9		1+2+6		1+3
TRAINING	X	1	X	2		1	1+2+3		1+6		1+2+3
WORK CONTROL	X	1					1+2+3+6		1+6	1	1+3+6
SPECIAL: GROUPS/MEMBERS/COMMITTEES/ASSIGNMENTS											
ASBESTOS ABATEMENT MANAGEMENT PLANNER	X	1					3				9
BUILDING WARDEN	X					1+6	1+3				5
CORRECTIVE ACTION EVALUATION GROUP	X						3				6+7
CRITICALITY SAFETY REPRESENTATIVE	X	1				1+6+7	3				
MANAGER-ON-CALL	X	1		2+3							10
OCCURRENCE REPORT WRITER	X	1				1	3				10+11
PERSON-IN-CHARGE (PIC)	X	1				1+6	1+3+6+8+9		6	1+3	
PLANT REVIEW COMMITTEE	X						3				12
PROCEDURE WRITER	X	X					3				
SHIPPER	X	1		2	X	1+6	3	2+			
UNREVIEWED SAFETY QUESTION EVALUATOR	X										12
OTHER PERSONNEL											
SWD VISITOR/VENDER	REFER TO PAGE 17 OF THIS APPENDIX FOR REQUIRED TRAINING										

**SOLID WASTE DISPOSAL
OPERATIONS ADMINISTRATION**
TRAINING PLAN
**Manual
Section
Appendix
Page
Effective Date**
**WHC-CM-5-34
1.8
A, REV 3*
A-5 of A-15
October 16, 1995**
Table 2. RCRA Required Training.

COURSE NUMBER	CATEGORY A GENERAL WORKER TRAINING	RETRAINING (months)
02006A	Hanford Site Orientation (HSO) The following are part of HSO: (Required for new employee only.) 000087 Initial Security Briefing (DOE Order 5631.1B & DOE Order 5631.2C) *02006B Hazardous Communication and Waste Orientation (Washington Administrative Code [WAC] 173-303 & 29 Code of Federal Regulation [CFR] 1910.1200)	12 - 000001
000001	Hanford General Employee Training (HGET) The following are part of HGET: 000100 "Escort Training" *02006B "Hazard Communications Orientation" (WAC 173-303) 000165 "Asbestos General Employee Training" 020108 "Non-radioactive Worker Safety Orientation" 003000 "Lock & Tag-General" 020196 "Noise Control Requalification" 020005 "Criticality Safety - Nonfissile Material Handler" 120196 "Computer Security Awareness" 02006F "Fire Extinguisher Safety Orientation" 162236 "QA Program Overview"	12 - 000001
* Denotes the RCRA portion of these courses.		
300700 SWM ONLY	Solid Waste Operations Facility Orientation	24 - 300700
301740 SWM ONLY	Solid Waste Management Hazard Communication The following are part of 301740: Facility Emergency and Hazard Information Checklist - courses, 03E044 - LLBG, 03E045 - 616, 03E046 - 224T, & 03E047 - CWC; buildings not included in this list will use the "Emergency Response Information Board."	12 - 301740
450700 T PLANT ONLY	Facility Orientation - T Plant	24 - 450700
03E048 T PLANT ONLY	Facility Emergency and Hazard Information Checklist - T Plant Complex Buildings not included will use the "Emergency Response Information Board"	12 - 03E048
CATEGORY B GENERAL WORKER TRAINING		
B-1		
031110	24-Hour RCRA TSD Hazardous Waste The following are part of course 031110: 020032 "Scott SKAPAK-MSA PAPR Requalification" (29 CFR 1910.34)(As required by training needs analysis) *02006G "Hazards Communication and Waste Management Awareness" (29 CFR 1910.1200, WAC 173-303)(ONE TIME ONLY) 020194 "Noise Control" (ONE TIME ONLY)	12 - 032020
031310	Hazardous Waste Operations Mgr/Supervisor - 8 hr (For 24 hr or 40 hr Hazardous Waste Training - <u>Operations managers/team leaders only</u>)	N/A
032020	Hazardous Waste Refresher Training The following are part of course 032020: 020030 - SCBA Annual is given with this class if requested. (29 CFR 1910.134)(As required by training needs analysis) 020032 - Scott SKAPAK is given with this course if requested. (29 CFR 1910.134)(As required by training needs analysis) Note: Courses taken at the HAMMER facility are considered equivalent to courses 031310 and 032020 above.	12 - 032020
B-2		
301310	Solid Waste Facility Recordkeeping (Required for SWITS data entry personnel only)	N/A
B-3		
301315	Solid Waste Acceptance Requirements (As required by training needs analysis)	N/A

Table 2. RCRA Required Training.

COURSE NUMBER	CATEGORY C ADVANCED GENERAL WORKER TRAINING	RETRAINING (months)
C-1		
300010 300020 300025 300030 300040 300050 300080 SWM ONLY	SW TRU Waste Retrieval OQ Central Waste Complex OQ Mixed Waste Land Disposal Facility OQ TRUSAF - Operator Qualification Low-Level Burial Grounds Facility Non-Radioactive Dangerous Waste Storage Facility OQ Solid Waste Verification Sampling *For operators only. Operators must qualify in the their assigned duties unless escorted by a qualified operator. Operators are not required to maintain all qualifications. SWO operations managers/team leaders will take course 300590, manager qualification. The training team leader, trainers, and training evaluator may take either applicable operator qualifications or course 300590.	24 - 3000XX
450010 450020 450030 450040 T PLANT ONLY	T Plant Canyon Decontamination OQ T Plant Surveillance OQ 2706-T Decon OQ Waste Handler OQ *Operators must qualify in the their assigned duties unless escorted by a qualified operator. Operators are not required to maintain all qualifications. T Plant operations managers/team leaders, training team leader, and trainers must take all operator qualifications.	24 - 4500XX
C-2		
035100	Core Waste Management Training - Initial (For Operators, Operations Team leaders only)(WAC 173-303, 40 CFR, & 49 CFR)	12 - 035110
035110	Core Waste Management Training - Refresher	12 - 035110
450600 T PLANT ONLY	EP/APC - Operator (Operators only - Managers/Team Leaders will take course 450660, Cat. D-4)	12 - 450600
CATEGORY D GENERAL MANAGER TRAINING		
D-1		
035040	Environmental Regulations at Hanford	N/A
D-2		
035050	Environmental Compliance at Hanford (As required by training needs analysis)(may take 035040 as equivalent training)	N/A
D-3		
02028B	Building Emergency Director Training Required for Building Directors and operations managers/team leaders	12 - 037510
037510	BED/BW Requalification Training	12 - 037510
D-4		
300060 SWM ONLY	Managers Oral Boards Qualification	N/A
300590 SWM ONLY	SWO Managers Qualification	24 - 300590
450660 T PLANT ONLY	EP/APC Manager	12 - 450660
***** T PLANT ONLY	T Plant Manager Oral Board	N/A

9613389.1494

**SOLID WASTE DISPOSAL
OPERATIONS ADMINISTRATION**

TRAINING PLAN

Manual
Section
Appendix
Page
Effective Date

WHC-CM-5-34
1.8
A, REV 3*
A-7 of A-15
October 16, 1995

Table 2. RCRA Required Training.

COURSE NUMBER	CATEGORY E GENERAL SHIPPER	RETRAINING (months)
<p>NOTE: See Table 3, Category H for non-RCRA courses required for shipper certification. Personnel classified as General Workers, Advanced General Workers, or General Managers may also be required to take some or all of the following courses at the discretion of management.</p>		
E-1		
035020	Facility Waste Sampling & Analysis (As required by training needs analysis) (WAS-173-303, 40 CFR & 49 CFR)	N/A
035010	Waste Designation Support (WAC 173-303) (For information only, does not allow participant to sign manifest.)	12 - 035010
If course 035012 is taken, this requirement is met.		
E-2		
020159	Dept. of Transportation Hazardous Waste Shipment Certification (Required for those who sign manifests) (Must have taken course 020064 first.) FOR HAZARDOUS WASTE SHIPPERS. (49 CFR 172)	24 - 020159
035012	Waste Designation Certification Test <u>only</u> .	12 - 035012
035120	Waste Management Administrative - Initial (For employees who sign manifest).	12 - 035130
035130	Waste Management - Administrative - Refresher	12 - 035130

Table 3. Non-RCRA Required Training.

COURSE NUMBER	CATEGORY F RADIATION WORKER TRAINING	RETRAINING (months)
F-1		
10 CFR Part 835.902 Radiological Workers		
020001	Radiological Worker II Training - Initial (As required by training needs analysis)	24 - 020003
020003	Radiological Worker II Retraining Requalification	24 - 020003
020702	Rad Worker I/II Refresher	24 - 020702
This course is taken the off year of 020003		
020900	ALARA For Technical Support Personnel (For facility technical support staff only and as required by training needs analysis)	N/A
034520	Personal Self-Survey - ALPHA (Required for all SWD operators and operations team leaders only)	24 - 034520
034530	Personal Self-Survey - BETA/GAMMA (Required for all SWD operators and operations team leaders only)	24 - 034530
F-2		
10 CFR Part 835.903 Radiological Control Technicians		
022004	RCT Academic Training Program	24 - 022002
022002	RCT Recertification Program	24 - 022002
022120	RCT Continuing Training Cycle #1	Continuous
022122	RCT Continuing Training Cycle #2	Continuous
022124	RCT Continuing Training Cycle #3	Continuous
022126	RCT Continuing Training Cycle #4	Continuous
This training is continuous; once the employee finishes this course, the employee repeats the cycle. NOTE: Technician-specific training is conducted in accordance with the applicable requirements, and ESQ/HSF monitors certification.		
023105 SWM ONLY	SWO Facility OJT - RCT	24 - 023105
451500 T PLANT ONLY	RCT OJT T Plant	24 - 451500
F-3		
(RCT Level 4 managers & team leaders only)		
023001	1st Line Manager Oral Boards	N/A
024000	1st Line Manager Fundamentals	N/A
F-4		
DOE 5480.24 & DOE 5480.5		
020010	Criticality Safety Training - Fissionable Material Handlers	24 - 020110
020110	Criticality Safety - Fissionable Material Handlers Retraining	24 - 020110
020301	Criticality Safety Job Safety Orientation - Fissile (JSO)	24 - 020301
F-5		
020020 T PLANT ONLY	Criticality Safety Training - For Support Personnel	12 - 020020

**SOLID WASTE DISPOSAL
OPERATIONS ADMINISTRATION**
TRAINING PLAN
**Manual
Section
Appendix
Page
Effective Date**
**WHC-CM-5-34
1.8
A, REV 3*
A-9 of A-15
October 16, 1995**
Table 3. Non-RCRA Required Training.

COURSE NUMBER	CATEGORY F RADIATION WORKER TRAINING (continued)	RETRAINING (months)
F-6		
020012	Criticality Safety Training Managers & Engineers (As required by training needs analysis)	24 - 020013
020013	Criticality Safety Manager/Engineer Retraining	24 - 020013
020302	Criticality Safety Job Specific Orientation- Manager/Engineer (JSO)	24 - 020302
F-7		
***** SWM ONLY	Oral Board - Criticality Safety Representative	12 - *****
***** T PLANT ONLY	Oral Board - Criticality Safety Representative	12 - *****
CATEGORY G 29 CFR (OSHA) & WAC 296-65 (WISHA) TRAINING		
G-1		
003035 SWM ONLY	Lock & Tag - Authorized Worker (As required by training needs analysis) (29 CFR 1910.147)	12 - 003036
003036 SWM ONLY	Lock & Tag Refresher (29 CFR 1910.147)	12 - 003036
450800 T PLANT ONLY	Lock and Tag T Plant (29 CFR 1910.147)	12 - 450800
G-2		
004005	Managers' Safety Training	12 - 004005
G-3		
020107	Behavior Based Safety Training (Fed Reg Vol 54 No. 16)	N/A
G-4		
02006L	Asbestos Control (29 CFR 1910.1001) (As required by training needs analysis) (Qualifies support personnel to enter an Asbestos-Regulated Area for support purposes only. Not needed if the 32-hour state certification course has been taken)	12 - 02006L
G-5		
170055	QTRC - Certified Asbestos Worker (WAC 296-65) (As required by training needs analysis)	12 - 170057
170057 INSULATOR ONLY	QTRC - Certified Asbestos Worker Requalification (WAC 296-65)	12 - 170057
G-6		
170060	Asbestos Supervisor - QTRC (Cert)	12 - 170062
170062	Asbestos Requal - QTRC (As required by training needs analysis)	12 - 170062
(Required for any manager, team leader, or PIC who supervises any support personnel who enter an Asbestos-Regulated Area) (WAC 296-65)		

Table 3. Non-RCRA Required Training.

COURSE NUMBER	CATEGORY G (continued) 29 CFR (OSHA) & WAC 296-65 (WISHA) TRAINING	RETRAINING (months)
G-7 (TRU Retrieval Program Only)		
031220	40-Hour Hazardous Waste Operations Training (For waste remediation sites; i.e. the TRU Retrieval program. Training is required according to job assignment).	12 - 032020 (See Cat. B)
031230	16-Hour Hazardous Waste Operations Upgrade Training (Upgrade from 24 hour to 40 hour training) (As required)	N/A
031410	1-Day Waste Site Field Experience (course taken addition to 24-hour RCRA TSD Hazardous Waste, course 031110, if working on a non-TSD project)	
031420	3-Day Waste Site Field Experience (For anyone who takes the 40-Hour training and who goes into an waste site area unescorted.)	N/A
G-8		
044480	Medium Risk Electrical Safety (For instrument specialists. Dependent on job assignment, may be required to take course 043870 instead.)	36 - 044480
043870	High Risk Electrical Safety (Required for electricians and electrical team leaders/managers.)	36 - 043870
G-9		
020130	Confined Space Entry (As required by training needs analysis)(29 CFR 1910.146)	24 - 020130
020140	Fall Protection & Retrieval Devices (For anyone who uses fall protection equipment. A HEHF medical clearance is required for entry to this course.)(29 CFR 1910.66)	N/A
170500	Medic First Aid(As required by training needs analysis)(29 CFR 1910.120)	12 - 170500
170648	Bloodborne Pathogens - SPT (29 CFR 1910.1030) (Required for RCTs only)	12 - 170651
170651	Bloodborne Pathogens Update (29 CFR 1910.1030)	12 - 170651
170656	QTRC - Hands on Fire Extinguisher Training (29 CFR 1910.157) (As required by training needs analysis.)	12 - 170656
CATEGORY H 49 CFR (DOT) TRAINING		
H-1		
020075	Hazardous Material General Awareness Training	24 - 020075
020076	Hazardous Material Driver's Training (Truck Drivers only)	24 - 020076
050410	Vehicle Inspection/Load Tie-Down Securement for Driver's Training (Truck Drivers only)	N/A
H-2		
NOTE: The following courses are the non-RCRA requirements for becoming a certified hazardous material shipper (also see Category E for RCRA requirements). Non-shipper personnel may be required to take some or all of the following courses as specified in their training needs analysis.		
020059	Basic RAM Shipment Awareness - Module 3 (Must have taken course 020064 first) FOR RADIOACTIVE OR MIXED WASTE SHIPPERS.	24 - 020059
020064	Basic Dept of Trans Haz Mat Regs Awareness - Module 1 (Prerequisite for 020059, 020069, & 020159)	24 - 020064
020068	Basic Hazardous Material Training - Module 2	24 - 020068

9613389.1496

**SOLID WASTE DISPOSAL
OPERATIONS ADMINISTRATION**

TRAINING PLAN

**Manual
Section
Appendix
Page
Effective Date**

**WHC-CM-5-34
1.8
A, REV 3*
A-11 of A-15
October 16, 1995**

Table 3. Non-RCRA Required Training.

COURSE NUMBER	CATEGORY H 49 CFR (DOT) TRAINING (continued)	RETRAINING (months)
H-3		
020067	Hazardous Material Shipper Certification - Advanced Module 1 (Required for those who sign HMSRs)	24 - 020067
020069	Radioactive Material Shipment Certification (Required for those who sign RSRs)	24 - 020069
CATEGORY I OPERATIONS TRAINING		
I-1		
080820	Safe/Drug-Free Workplace (Managers/Team Leaders only)	N/A
080910	Equal Employment Opportunity (Managers/Team Leaders only)	N/A
080969	New Manager Orientation/EEO 2000 (Managers/Team Leaders only)	N/A
REQUIRED FOR NEW MANAGERS/TEAM LEADERS HIRED AFTER 07/93.		
***** SWM Only	Support Manager/Tech Staff Checklist (Not required for operations Managers/Team Leaders)	N/A
451420 T Plant only	Manager/Tech Staff Checklist	12 - 451420
I-2		
081050	Managing People, The Art of Leadership	N/A
061950	Manager Fundamentals Training (Operations & Training managers/Team leaders only)	N/A
I-3		
041810	Fork Truck Operator Training (As required by training needs analysis)	36 - 041890
041890	Fork Truck Operator Requalification	36 - 041890
I-4		
040784	Basic Crane & Rigging (As required by training needs analysis)	36 - 040788
040788	Basic Crane & Rigging Requalification	36 - 040788
I-5		
065911	NPO Mathematics	N/A
065912	NPO Chemistry	N/A
065914	NPO Electrical Theory	N/A
065915	NPO Instrumentation	N/A
065917	NPO Mechanical Fundamentals	N/A
I-6		
451410 T PLANT ONLY	T Plant Operational Safety Requirements	N/A

Table 3. Non-RCRA Required Training.

COURSE NUMBER	CATEGORY J MAINTENANCE TRAINING	RETRAINING (months)
J-1		
301730 SWM ONLY	Solid Waste Job-Specific JCS Required for Solid Waste employees working in operations, engineering, or work control areas directly in support of a facility. (May have taken course 010108 in place of this course)	N/A
450500 T PLANT ONLY	T Plant Work Control/JCS Required for T Plant employees working in operations, engineering, or work control areas directly in support of a facility. (May have taken course 010108 in place of this course)	N/A
J-2		
035065	PCB Awareness (Required for electricians only) (40 CFR 761)	N/A
302204	TRUSAF RTR System Maintenance (As required by training needs analysis)	N/A
459001	Maintenance Training System Overview - Electrical (As required by training needs analysis)	N/A
452202	T Plant Circuit Breakers (As required by training needs analysis)	N/A
452210	T Plant Hoists and Cranes (Electrical) (As required by training needs analysis)	N/A
452217	Maintenance of 2706-T Ventilation and Exhaust Equipment (As required by training needs analysis)	N/A
452225	Maintenance of 271-T Air Supply Fan (As required by training needs analysis)	N/A
J-3		
300550	PIC Training--for Solid Waste employees	N/A
450550	PIC Training--for T Plant employees	N/A
J-4		
020089	Defensive Driving Course	24 - 020089
042730	Flagging and Traffic Control	36 - 042730
043220	Load Securing for Transport	36 - 043220
J-5		
042720	Aerial Lifts (As required by training needs analysis)	36 - 043920
043920	Aerial Lifts Operator Requalification	36 - 043920
J-6		
042590	Pressure Relief Valves	24 - 042590
459001	Maintenance Training System Overview - Pipefitter (As required by training needs analysis)	N/A
J-7		
042820	Wire Rope/Rigging Hardware Inspection	36 - 042820
J-8		
042830	Overhead Crane Mechanical	36 - 042830

9613389.1497

SOLID WASTE DISPOSAL
OPERATIONS ADMINISTRATION

TRAINING PLAN

Manual
Section
Appendix
Page
Effective Date

WHC-CM-5-34
1.8
A, REV 3*
A-13 of A-15
October 16, 1995

Table 3. Non-RCRA Required Training.

COURSE NUMBER	CATEGORY J MAINTENANCE TRAINING (continued)	RETRAINING (months)
J-9		
451800	Maintenance Training System Overview - Instrument (As required by training needs analysis)	N/A
459001	Radiation Detection Fundamentals (As required by training needs analysis)	N/A
451801	Eberline Alpha Continuous Air Monitor (As required by training needs analysis)	N/A
451802	Eberline models AMS-3 and AMS-3A beta air monitor (As required by training needs analysis)	N/A
451803	Eberline PCM-1B portal monitors (As required by training needs analysis)	N/A
451804	Eberline PM-6A portal monitors (As required by training needs analysis)	N/A
451805	Eberline RMS-II Radiation Monitor (As required by training needs analysis)	N/A
451808	Honeywell UDC 5000 Differential Temperature Controller (As required by training needs analysis)	N/A
451810	Kurz Flow Controller (As required by training needs analysis)	N/A
451816	Chino Programmable Recorder (As required by training needs analysis)	N/A
451819	Kent 100 Programmable Recorder (As required by training needs analysis)	N/A
J-10		
459001	Maintenance Training System Overview - Millwright (As required by training needs analysis)	N/A
452101	Pump Theory and Maintenance (As required by training needs analysis)	N/A

Table 3. Non-RCRA Required Training.

COURSE NUMBER	CATEGORY K OTHER EMPLOYEE TRAINING	RETRAINING (months)
K-1		
000079	Comprehensive Security Briefing Required for badge levels 2 or 3	12 - 000080
000080	Security Refresher Briefing Required for badge levels 2 or 3	12 - 000080
305100	Solid Waste Disposal Operations Administration Conduct of Operations (Facility personnel only)	N/A
K-2		
000390	On-the-Job Training Workshop (As required by training needs analysis)	N/A
000397	On-the-Job Evaluator Trainer (As required by training needs analysis)	N/A
K-3		
001000	Manager Conduct of Operations (DOE Order 5480.19) May have taken course number 001002 in place of this class	N/A
K-4		
02006J	EPCRA 312 REPORTING REQUIREMENTS (Previously called SARA) (40 CFR 370)	12 - 02006J
02006K	EPCRA 313 TOXIC CHEMICAL RELEASE REPORTING (Previously called SARA) (40 CFR 372)	12 - 02006K
K-5		
037550	Building Warden Training	12 - 037510
K-6		
170002	QTRC - Risk Evaluation	N/A
K-7		
170015	Root Cause Analysis I	N/A
170025	Root Cause Analysis II	N/A
(Required for employees who perform root cause analysis for PPG values ≥ 25 . Optional for Corrective Action Evaluation Group)		
K-8		
170011	Train the Trainer (or equivalent level of training)	N/A
K-9		
170600	AHERA Management Planner	12 - 170600
170610	AHERA Building Inspector Required for engineers who manage asbestos within SWD facilities (40 CFR Part 61, WAC 296-62-077)	12 - 170610
K-10		
170640	Introduction to Occurrence Reporting (DOE Order 5000.3B)	N/A
K-11		
170642	Occurrence Report Writing (DOE Order 5000.3B)	N/A
K-12		
300970	SWD USQ Evaluator (DOE Order 5480.21) (As required by training needs analysis)	N/A

9613389.1498

**SOLID WASTE DISPOSAL
OPERATIONS ADMINISTRATION**

Manual
Section
Appendix
Page
Effective Date

WHC-CM-5-34
1.8
A, REV 3*
A-15 of A-15
October 16, 1995

TRAINING PLAN

COURSE NUMBER	SWD VISITOR OR VENDOR	RETRAINING (months)
<u>Print Name</u>		<u>Date</u>
RADIATION TRAINING		
• 020001	Radiation Worker Training - Initial <small>In accordance with: 10 CFR Part 835.902</small>	24 - 020003
RCRA TRAINING		
000090	Visitor/vendor Training	N/A
• 031110	24-Hour RCRA TSD Hazardous Waste <small>In accordance with: 29 CFR 1910.120</small>	12 - 032020
FACILITY ORIENTATION		
300700 <small>SWM ONLY</small>	Solid Waste Operations Facility Orientation	24 - 300700
450700 <small>T PLANT ONLY</small>	Facility Orientation - T Plant	24 - 450700
• As required by job		
Job Description:		
<p>All hazardous waste and radiation worker training has been met or equivalent classes have been taken, if working in facility area containing radioactive or hazardous materials. Facility orientation will be taken unless escorted by an employee certified in this area.</p>		
<p><u>Visitor or Vender Signature</u> _____</p>		
<p>NOTE: This data needs to be turned into Facility Operations Manager before initiating work.</p>		
<p><u>Operations Manager</u> _____</p>		
<p><u>ECO (T Plant only)</u> _____</p>		

NOTE: Craft-specific training is conducted in accordance with the applicable requirements of parent company. However, crane operators must be certified to the requirements of the Hanford Hoisting and Rigging Manual and have evidence of their certification.

**PART III CLASS 1 MODIFICATIONS:
305-B STORAGE FACILITY UNIT-SPECIFIC CONDITIONS**

1. Page 6-3, line 45; Beginning with "A system of daily, weekly, monthly, . . . ," after the word "quarterly" insert "once every four months,."

Reason: Hanford Fire Protection sought and received a variance from their quarterly inspection requirement. The variance changed the inspection frequency from every three months to every four months. This was considered to provide equivalent protection. The fire inspection being modified does not fulfill a specific regulatory requirement. It was included in the inspection plan required by WAC 173-303-320(2) for information purposes and for completeness. This change should be considered for approval as a Class 1 modification.

2. Page 6-4, line 1; beginning with "Daily, weekly, monthly, quarterly. . .", insert "once every four months," after the word "quarterly".

Reason: Refer to Number 1.

3. Page 6-7, line 22; change "Quarterly and Annual Inspections" to "Quarterly, once every four months, and Annual Inspections".

Reason: Refer to Number 1.

4. Page 6-7, line 25; beginning with "The Hanford 300 Area Fire Department. . .", change the word "quarterly" to "once every four months".

Reason: Refer to Number 1.

5. Page 8-1, line 20; add to the end of this paragraph "PNL personnel not assigned to the 305-B Storage Facility may, on an occasional basis, assist with specific operations at this TSD unit. Proper training for the job will be given to the personnel in these situations, before the beginning of any unsupervised work. This training shall be documented by the training coordinator and kept on file for future reference."

Reason: Other PNL personnel not assigned to this TSD unit may, on occasion, assist the 305-B Storage Facility operations personnel during increased workload periods.

6. Page APP 8A-1, Personnel List; Remove and replace with attached page 8A-1.

Reason: The revised page 8A-1 updates the 305-B Storage Facility personnel list.

7. Page 63, line 22; beginning with "There are six small...", change "six" to "seven".

Reason: Another cabinet is being added to allow for better segregation. The storage capacity of this cell will not be increased in the process.

8. Page 63, line 23; change "12" to "5 1/2".

Reason: The height of the sides of the containment pans is currently incorrectly stated.

PART III CLASS 1 MODIFICATIONS:
305-B STORAGE FACILITY UNIT-SPECIFIC CONDITIONS (cont.)

9. Page 63, line 27; after "during an emergency." add the following text; "A fumehood is located in the RMW cell on the south end of the east wall. The hood is utilized for mixed waste container sampling and packaging."

Reason: The fume hood was added for mixed waste container sampling and packaging. It is an addition to the personnel safety equipment and will facilitate the protection of human health by creating a continuous exhaust of the cell's ambient air.

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**PART III CLASS 1 MODIFICATIONS:
305-B STORAGE FACILITY UNIT-SPECIFIC CONDITIONS (cont.)**

Page change for
Page APP 8A-1
DOE/RL-89-03, Rev. 2

305-B UNIT OPERATIONS PERSONNEL

TITLE	NAME	WORK PHONE
Unit Operating Supervisor	GM Bartel-Bailey	376-4189
Waste Management Engineer	CJ Simiele	373-9349
Waste Management Specialist	EL Grohs	373-7759
Waste Management Specialist	DS Rilling	373-7758
Waste Management Specialist	JR Tanasse	376-0272
Waste Management Specialist	DL McMullin	373-5575
Waste Management Technician	HK Schnebly	372-2745
Waste Management Technician	ZJ Manolopoulos	373-1250
Waste Management Clerk	PS Braxton	376-1845