# Hazardous Waste Management Training Record

**For (name)**

**Job title**

**Summary** of hazardous waste generation, management & administration and emergency response duties:

- **LQGs:** Check if complete position description has been prepared and is available for inspection, as required.

**Training date**

**Training type**

- Initial (Required for LQGs & SQGs; recommended for VSQGs)
- Annual (Required for LQGs; recommended for SQGs)

**Training instructor**

**Directions:** Check the box before the topic to identify the hazardous waste-related training needed by this person. After training is completed, check the box after each topic to identify each area in which this person received training. Ensure the trainee signs the bottom of this record acknowledging receipt of this training.

- **LQGs:** Check if complete training plan for this position has been prepared and is available for inspection, as required.

### General management

- Waste identification
- Waste evaluation
- Container selection
- Container/tank labeling
- Container closure
- Container/tank inspection
- Storage area aisle space
- Storage area security
- Waste minimization
- Waste management
- Waste handling
- Waste transportation
- Waste disposal
- Waste treatment
- Waste storage

### Administration/records

- Waste management plans
- License applications
- Other annual reporting
- License posting
- License applications
- Manifest completion
- Manifest distribution
- Land Disposal Restrictions
- Container/tank inspections
- Personnel training
- Local agency arrangements

### Emergency response

- Emergency equipment
- Equipment use
- Equipment locations
- Equipment maintenance
- Alarm activation
- Emergency contacts
- Spill response
- Fire/explosion response
- Evacuation routes
- Assembling areas

**Acknowledgement:** I acknowledge I have received training in the areas checked after the topic above.

Trainee signature ____________________________________________ Date __________________________

---

The Minnesota Pollution Control Agency (MPCA) prepared this training record template for optional use by hazardous waste generators to document personnel training. For specific personnel training requirements, see MPCA hazardous waste fact sheets [Step 9: Personnel Training](#).