



EHS 0632 - Waste Management Record Keeping Course Syllabus

Subject Category: Regulatory-required recordkeeping requirements

Course Prerequisite: None

Course Length: 1 hour

Course Mode: Classroom

Medical Approval: No

Refresher: 2 years

Audience: Administrative staff who help maintain waste management records; Waste Management Group Professionals and Technicians who help maintain records (topics/objectives relevant to their specific duties)

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.

Objectives:

After completing this course, Administrative Staff 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: Title 22 "function specific" hazardous waste training is required every 24 months; and the HWHF permit requires recordkeeping training for relevant administrative staff every 3 years.

Course Instructional Materials (as appropriate for the objectives covered): 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