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Policy
for

EHS Training

REVISION

Rev No.	DCN No.	Change Summary	Release Date	DCN Initiator	Document Owner
5	DCN1025	Updated training matrix, updated requirements for classes and clarified when classes are required	1-21-14	C. Boisclair	R. Segura

Prior revision history, if applicable, is available from the Document Control Office.

1. PURPOSE AND SCOPE

- 1.1 The College of Nanoscale Science and Engineering (CNSE) and its tenants are strongly committed to providing a safe and healthy work place, as well as, protecting the environment. CNSE's Environmental, Health, & Safety (EHS) program is aggressive and proactive to help ensure consistent compliance with existing EHS regulations. It is CNSE's goal to go beyond minimum EHS compliance with regulatory standards to help ensure the best possible EHS management practices are adhered to during its daily facility operations.
- 1.2 **Scope:** This training specification is applicable to all EHS training activities associated with compliance to Local, State and Federal EHS regulations and CNSE site specifications. EHS training classes shall be made available to all employees and tenant employees whose operations involve and/or impact EHS management and compliance.

2. PROCEDURE

- 2.1 The EHS training areas, subject to incorporation into this specification, include the following:
- Advanced Safety Training,
 - Arsenic Safety Training,
 - [Biosafety Training](#),
 - Bloodborne Pathogen Training,
 - Chemical Spill Clean-Up Training,
 - [Compressed Gas Cylinder Training](#),
 - Confined Space Entry and Rescue Training,
 - [CPR/AED and First Aid Training](#),
 - Cryogenic Safety Training,
 - Electrical Safety Training,
 - Emergency and Fire Prevention Plans,
 - [Fall Protection](#),
 - Fire Extinguisher Training,
 - [Floor Tile Removal Training](#),
 - [General Safety](#),
 - Hazard Communication,
 - [Hazardous Materials \(HAZMAT/DOT Training\)](#)
 - Hazardous Waste [Handling](#),
 - [Hazardous Waste Operations and Emergency Response](#),
 - Hearing Conservation,
 - Hot Work Operations,
 - Janitorial/[Maintenance Safety Training](#),

- Laser Safety Training,
- Lockout/Tagout – The Control of Hazardous Energy,
- Personal Protective Equipment (PPE),
- Powered Industrial Truck,
- Radiation Safety Training,
- Resource Conservation Recovery Act (RCRA) Training,
- Respiratory Protection Training
- Safe Lifting Training, and
- Safety Orientation.

2.2 In all EHS training areas, employees at each relevant function and level shall be made aware of the importance of: conformance with the CNSE EHS policies, procedures and requirements; actual or potential significant environmental impacts of their work activities and EHS benefits of improved personal performance; their roles and responsibilities in achieving conformance with EHS policies and procedures, such as emergency preparedness and response requirements; and potential consequences of departure from specified operating procedures.

2.3 Training Requirements

2.3.1 CNSE and tenant employees, students, professors and managers are required, by regulation, to receive annual training in specific subject areas pertaining to their job functions. All personnel whose work may create a significant impact upon the environment and their work environment are required to receive appropriate training. Appendix A to this specification contains a summary table identifying required training subjects by department/section area. These department/groups/areas requiring environmental, health & safety training include:

- Students,
- Researchers,
- Professors/Managers/Supervisors/[Faculty](#),
- Work Station Operators,
- [Emergency Response Team \(ERT\) members](#),
- HPM and Non-HPM Process Engineers,
- Field Service Engineers,
- Electricians,
- DIW/UPW Operators,

- Facility Technicians,
- Janitorial/Cleaning employees,
- Maintenance and Grounds employees,
- Shipping and Receiving employees,
- Chemical/Gas Waste Handlers,
- HPM and Non-HPM Contractors,
- Tenants.

2.3.2 Employees must be trained according to requirements set forth in Appendix A – EHS Training Requirements, before they perform the tasks relative to the training requirements.

3. RECORDKEEPING

3.1 Training Records shall be maintained on file in the EHS department for a minimum of 30 years. Such records shall also be made electronically available by utilizing the Q-pulse and Summit Training databases. Attendance at such classes shall be documented by using the CNSE EHS Training Sign-in Sheet, see Appendix C. The sign-in sheet shall include the nature of the training, the date and length in hours, instructor(s), and participants.

3.2 Supervisors shall be responsible for ensuring 100% compliance of their employees with CNSE EHS's training program requirements.

4. TRAINING CONTENT

Training content shall be dictated by the needs of the department/section area being trained (e.g. job function/tasks) and by Federal, State, and Local regulatory requirements. Available delivery formats will depend on the specific topic and nature of the training, but may include: hands-on demonstration, lecture, power point presentations, video training, interactive CD-ROM and online (PC-based) training, and slide/script training.

5. TRAINERS

5.1 Trainers shall be determined by the specific subject/topic area. Department supervisors/professors/mangers are responsible for ensuring

that employees/students under their supervision shall obtain the required EHS training.

- 5.2 The EHS department will provide recommendations on who will need to take what training.

Training options available include: training by supervisor or other in-house personnel (who have received "train-the trainer" training in the subject area and have received approval/authorization by EHS manager to conduct training in the subject area); training by CNSE EHS personnel; training by professionals contracted from outside vendors; and/or available and approved interactive or self administered training programs.

6. TRAINING EFFECTIVENESS

- 6.1 Personnel performing tasks which can cause significant environmental or workplace impacts shall be competent on the basis of appropriate education, training, and/or experience.

- 6.1.1 Proficiency - The effectiveness of training shall be determined via the results of proficiency exams administered to each individual completing the training sessions. EHS personnel will determine the method for ensuring proficiency.

- 6.1.1.1 EHS personnel will grade the proficiency exams. The department supervisors will be notified of a failing score (less than 80%) and the method by which the employee must retake the course. EHS will make all attempts following the training session to meet with any employee one-on-one to discuss scores less than 80%. If the employee is able to prove their proficiency, EHS will mark their exam with a passing score or special note.

- 6.1.1.2 Some methods for determining proficiency may include: tests, employee demonstrations, general question and answer sessions at the end of the training presentation.

- 6.1.1.3 All proficiency exams, when administered, will be kept on file in the EHS department for a minimum of 30 years.

- 6.1.2 Facility Performance - The effectiveness of the EHS training program shall be measured by periodic internal environmental, health, & safety audits; as well as facility compliance records. All training programs shall be reviewed annually for effectiveness and modifications/updates shall be made when deemed necessary.

- 6.1.3 At the beginning of each year, an Annual EHS Training Calendar will be developed and distributed by the EHS Department and thereafter posted on the CNSE intranet website: <http://intranet.cnse.albany.edu> .

6.1.4 On a quarterly basis, the completion of training classes versus the schedule will be reported in the EHS Council minutes and to all affected managers.

6.1.5 A gap analysis will be conducted on an annual basis (via audit deficiency reports, ERT incidents, feedback from proficiency exams, regulations, environmental infractions, and any on-demand training conducted during the prior year) to identify short falls in the existing EHS training program which need to be improved.

Additional gap analyses will be performed to identify training areas in each department that need to be improved upon to prevent significant environmental, health and safety impacts. The results of such analyses will also be reported to the EHS Council and to affected managers on an annual basis.

7. CERTIFICATIONS

7.1 All environmental, health & safety training sessions do not require certification. However, licenses or certificates shall be obtained whenever required by external authorities, such as regulatory agencies.

7.1.1 The following are training programs that require licenses or certificates:

- 24-hour HAZWOPER Technician, and annual 8-hour refreshers,
- CPR and First-Aid.

8. APPENDICES

8.1 Appendix A contains a summary of required Environmental, Health & Safety Training Programs by department/section areas requiring training.

8.2 Appendix B contains summary description of EHS training courses provided at the CNSE Complex.

8.3 Appendix C contains an example of the CNSE EHS Training Sign-In Sheet.

APPENDIX B

ENVIRONMENTAL HEALTH AND SAFETY TRAINING REQUIREMENTS OVERVIEW (**EXCLUDING DRILLS**)

****NOTE:** The frequency of all training classes may change, and additional training may be necessary when conditions/policies change or if retraining is deemed warranted.

Advanced Safety

Who Should Attend:	All new or existing employees and/or tenant employees at CNSE who work, service or maintain tools or equipment, or those that transport, ship, use or handle chemicals, gases or hazardous waste on site. Also, individuals who need access to HPM areas or CNSE Laboratories. See Appendix A – EHS Training Requirements
Topics Covered:	Chemical Hazards, Chemical Types, Compressed Gas Cylinder Handling, Personal Protective Equipment, Waste Management, Chemical Spill Clean-up.
Length of the Class:	2 Hours
Frequency of Training:	On initial assignment and annual thereafter
Training Method:	Classroom

Arsenic Safety

Requirements:	Only trained persons shall operate or maintain equipment that is contaminated with Arsenic, as required by 29 CFR 1910.1018(o).
Who Should Attend:	Authorized Arsenic Operators/Users. All new or existing CNSE, tenant and contract employees who work at the College of Nanoscale Science and Engineering who may come in contact with arsenic during the course of their daily activities/duties.
Topics Covered:	Uses of Arsenic, Arsenic Control Policy- EHS-00052, Arsenic Hazards, Arsenic Safety Data Sheet, Arsenic Overexposure Symptoms, Locations Where Arsenic is Found, Housekeeping, Hygiene, Engineering Controls, Monitoring, III-V wafer break procedure.

Frequency of Training: On initial assignment and annual thereafter.

Training Method: [Online through the CNSE Intranet
http://intranet.cnse.albany.edu](http://intranet.cnse.albany.edu)

Biosafety

Requirements: Only trained persons shall be authorized to use, handle or transport biomaterials.

Who Shall Attend: All employees, staff and students working in the CNSE biosafety labs. See Appendix A — EHS Training Requirements.

Topics Covered: Basic biosafety principles including: Safe Handling, Exposure Control, Engineering Controls and BBP

Frequency of Training: On initial assignment

Training Method: Online through CITI Training. See the CNSE Intranet for more *information* on how to log-in: <http://intranet.cnse.albany.edu>

Bloodborne Pathogens

Requirements: Training must include making accessible a copy of the regulatory text of the OSHA Standard, 29 CFR 1910.1030 and Explanation of CNSE's Control Plan, Engineering and Work Practice Controls, Personal Protective Equipment, Hepatitis B, Vaccine, Response to Emergencies Involving Blood, How to Handle Exposure Incidents and Follow Up Programs.

Who Shall Attend: All employees, staff and students working in the NFE bio labs, janitorial staff and ERT's. See Appendix A-EHS Training Requirements

Topics Covered: Exposure Control Program, work that may involve bloodborne pathogens, methods to reduce exposure and emergencies involving potentially infectious material or blood. Also, the Epidemiology and Symptoms of Bloodborne Disease, Modes of Transmission, Recognition of Tasks Involving BBP and Required Signs and Labeling.

Frequency of Training: On initial assignment and annual thereafter.

Training Method: Classroom or Online through CITI Training. See the CNSE Intranet for more information on how to log-in: <http://intranet.cnse.albany.edu>

Chemical Spill Clean-Up

Requirements: Strategy for handling chemical spills as defined in 29 CFR 1910.120; 29 CFR 1910.120(q)(6)(i), 29 CFR 1910.120(q)(6)(ii), 29 CFR 1910.120(q)(6)(iii)

Who Should Attend: See Appendix A – EHS Training Requirements

Topics Covered: Assess Spill Situation; Determine the Hazards; Attempt to Stop or Contain the Spill (Classification, etc.); Clean-Up the Spill and Report Spills.

Length of Class: One hour.

Frequency of Training: On initial assignment (included in Safety Orientation) and annual thereafter (included in Advanced Safety training).

Training Method: Classroom

Compressed Gas Cylinder Handling

Requirements: Only trained persons shall be authorized to use, handle or transport compressed gas cylinders.

Who Should Attend: All new or existing CNSE, tenant, or contract employees who install or transport compressed gas cylinders at the College of Nanoscale Science and Engineering. See Appendix A--EHS Training Requirements

Topics Covered: Personnel Requirements, Classification of Gases, Handling/Transporting/Receiving/Installing Gas Cylinders and Personal Protective Equipment.

Frequency of Training: On initial assignment and annual thereafter (included in Advanced Safety training).

Training Method: Online through the CNSE Intranet <http://intranet.cnse.albany.edu>

Confined Space Entry

Requirements:	Confined Space Entry Training is required by 29 CFR 1910.146(g) (excluding rescue)
Who Should Attend:	All employees, staff, students and tenants who enter permit required confined spaces at CNSE. See Appendix A – EHS Training Requirements
Topics Covered:	Hazards and Safe Practices, Atmospheric Testing, Confined Space Entry Procedures, Respiratory and Personal Protective Equipment, Entry Permits, Proper Equipment, Communication Systems and Evacuation Procedures.
Length of Class:	One hour.
Frequency of Training:	On initial assignment, and annually thereafter
Training Method:	Classroom and a hands-on drill or online via the CNSE Intranet http://intranet.cnse.albany.edu

CPR/AED and First Aid

Requirements:	Persons shall be adequately trained to render first aid. First aid supplies approved by the consulting physician shall be readily available. As required by 29 CFR 1910.151.
Who Should Attend:	Members of the Emergency Response Team. See Appendix A--EHS Training Requirements
Topics Covered:	CPR, and AED (The Chain of Survival, Techniques of Adult CPR, Introduction to AED, putting CPR and AED together, Legal and Ethical issues). First Aid for choking, bleeding, chest pain, shock, burns, injuries, sudden illness, cold and heat emergencies.
Length of Class:	Initial certification-8 hours.
Frequency of Training:	On initial assignment and every three years thereafter for First Aid, every 2 years for CPR/AED.
Training Method:	Classroom, Video, Slide Presentation, Discussion, Practice Skills and Written Test

Cryogenic Training

Requirements:	OSHA's Hazard Communication Standard (29 CFR part 1910.1200) is designed to ensure that the hazards of all chemicals produced or imported are evaluated, and that information concerning their hazards is transmitted to employers and employees.
Who Should Attend:	All new or existing CNSE, tenant and contract employees who work with cryogenic material at CNSE. See Appendix A – EHS Training Requirements.
Topics Covered:	Hazards of Handling Cryogenic Material, Personal Protective Equipment that should be used During Handling, First-Aid Procedures, Proper Handling Procedures .
Frequency of Training:	On initial assignment and annual thereafter (included in General Safety training)
Training Method:	Online through the CNSE Intranet http://intranet.cnse.albany.edu

Electrical Safety

Requirements:	Electrical Safety Training is required by 29 CFR 1910.332 . Those that have been assigned as Lockout/Tagout Safety Authorized employees are required to take electrical safety.
Who Should Attend:	All employees who work on energized circuits and/or perform logout tagout . See Appendix A – EHS Training Requirements.
Topics Covered:	Accident Prevention, Introduction to Electrical Safety, and The Basic Concepts and Techniques of Electrical Safety and Related Work Practices. Also covered, is how to distinguish exposed live parts and appropriate clearance distances .
Length of Class:	2 hours – occurs together with Lockout/Tagout training
Frequency of Training:	On initial assignment and annual thereafter
Training Method:	Classroom

Emergency and Fire Prevention Plans (Emergency Action Plans/Evacuation)

Requirements:	Employees must be apprised of the fire hazards of the materials and processes to which they are exposed. Emergency evacuation procedures must be reviewed as required by 29 CFR1910.38 and 29 CFR 1910.39.
Who Should Attend:	See Appendix A – EHS Training Requirements
Topics Covered:	Emergency Evacuation Plan, EHS-00024.
Length of Class:	1/2 hour
Frequency of Training:	On initial assignment (included in Safety Orientation) and annual thereafter (included in Advanced Safety).
Training Method:	Safety Orientation training, drills, and department meetings

Fall Protection

Requirements:	Employees must be trained on proper fall protection and fall arrest systems in accordance with 29 CFR 1910.20, -.25, -.26, -.27, -.28, -.66, -.67, -.68, -.132, -.268 and -.269.
Who Should Attend:	All new or existing CNSE, tenant and contract employees who wear/use fall protection or fall arrest systems at CNSE.
Topics Covered:	When Fall Protection is required, types of Fall Protection and Requirements of Fall Protection Systems
Frequency of Training:	On initial assignment, and annually thereafter
Training Method:	Online through the CNSE Intranet http://intranet.cnse.albany.edu

Fire Extinguisher - Incipient Stage

Requirements:	ERT members are individuals who respond to incipient fires for the purpose of slowing down the fire. Fire extinguisher training shall be provided as required by 29 CFR1910.156
Who Should Attend:	ERT members - only

Topics Covered:	Portable Fire Extinguishers
Length of Class:	One hour
Frequency of Training:	On initial assignment and annual thereafter.
Training Method:	Classroom with hands-on drill every other year.

Floor Tile Removal Training

Who Should Attend:	All new or existing CNSE, tenant and contract employees who remove floor tiles at CNSE
Topics Covered:	How to properly remove floor tiles, permit process for approval to do work, necessary safety precautions, barricades
Frequency of Training:	On initial assignment (provided as part of Safety Orientation)
Training Method:	Classroom or online through the CNSE Intranet http://intranet.cnse.albany.edu

General Safety Training

Who Should Complete:	All new or existing employees, students, researchers and/or tenant employees who work in the CNSE cleanroom or laboratories
Topics Covered:	Emergency Procedures and Reporting, Signs and Warnings, Hazard Analysis, Radiation Safety, Cryogenic Handling, Electrical Safety Awareness, Lockout Tag-out Awareness, Confined Space Entry Awareness.
Frequency of Training:	On initial assignment and annual thereafter
Training Method:	Online through the CNSE Intranet http://intranet.cnse.albany.edu

Hazard Communication Standard

Requirements:	Chemical Safety Training/Recertification is required by 29 CFR 1910.1200 for all employees who enter areas where hazardous materials or conditions may exist.
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Who Should Attend:	See Appendix A--EHS Training Requirements
Topics Covered:	Hazard Communication Training, Hazard Classes, Engineering Controls, Personal Protective Equipment, Emergency Procedures, and Proper Waste Disposal.
Length of the Class:	One Hour
Frequency of Training:	On initial assignment, during Safety Orientation training. Chemical Safety training is offered on demand. Refreshers provided annually in Advanced Safety
Training Method:	Classroom

Hazardous Materials (HAZMAT/DOT Training)

Requirements:	Shipping and Receiving, and hazardous material handlers are individuals who are responsible for shipping hazardous materials to and from the CNSE facility. HAZMAT training shall be provided as required by 49 CFR, IATA and 1910.156
Who Should Attend:	Shipping and Receiving, EHS environmental and hazardous material handlers - only.
Topics Covered:	U.S. DOT rules for shipping hazardous materials. <ul style="list-style-type: none">• Focused training for those who ship dangerous goods by air.• The rules that must be followed under IATA (International Air Transport Association) as required by most air carriers.• The international standards that must be followed when shipping dangerous goods by vessel.
Length of Class:	16 or 24 hours
Frequency of Training:	On initial assignment and every three years thereafter.
Training Method:	Classroom

Hazardous Waste Handling Procedures

Requirements:	Hazardous Waste Handling Procedure Training is required to comply with regulations promulgated under the Resource Conservation and Recovery Act (RCRA).
Who Should Attend:	See Appendix A – EHS Training Requirements
Topics Covered:	Hazardous Waste Identification, Waste Streams, General Procedures, Emergency Procedures, Waste Minimization.
Frequency of Training:	On initial assignment and annual thereafter (provided annually in Advanced Safety).
Training Method:	Classroom

Hazardous Waste Operations and Emergency Response Training (HAZWOPER)

Requirements:	Hazardous materials technicians are individuals who respond to releases or potential releases for the purpose of stopping the release. They shall have received at least 24 hours of training. ERT Training is required by 29 CFR 1910.120 and 29 CFR 1910.165.
Who Should Attend:	Members of the Emergency Response Team. See Appendix A--EHS Training Requirements
Topics Covered:	See ERT Organization Procedure EHS-00019.
Length of Class:	24-hours for certification and 8-hours for recertification.
Frequency of Training:	On initial assignment and annual thereafter.
Training Method:	Classroom and various hands-on drills

Hearing Conservation

Requirements:	Employees must be informed of the effects of noise on hearing; the purpose of hearing protectors, the advantages, disadvantages, and attenuation of various types, and instructions on selection, fitting, use, and care; and the purpose of audiometric testing,
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and an explanation of the test procedures. As required by 29 CFR 1910.95.

Who Should Attend:	All new or existing CNSE, tenant or contract employees who work in hearing conservation areas at CNSE. Cleaners, maintenance and Facilities employees. See Appendix A – EHS Training Requirements
Topics Covered:	The effects of noise on hearing.
Length of Class:	One Hour
Frequency of Training:	On initial assignment and repeated annually for each employee included in the hearing conservation program.
Training Method:	Classroom with audiometric testing. Class is also available on the CNSE Intranet: http://intranet.cnse.albany.edu

Hot Work Operations (Welding, Cutting, Brazing and Blasting)

Requirements:	Employer must inform employees of rules and instructions covering the operation and maintenance of welding, cutting, blasting and brazing equipment and systems. As required by 29 CFR 1910.253 and 1910.254.
Who Shall Attend:	All new or existing CNSE, tenant and contract employees who work at CNSE and who have to perform hot work operations as part of their daily activities/duties. See Appendix A--EHS Training Requirements.
Topics Covered:	Operation and Maintenance
Frequency of Training:	On initial assignment
Training Method:	Online through the CNSE Intranet http://intranet.cnse.albany.edu

Janitorial/Maintenance Safety

Requirements:	Only trained persons shall perform the function of a janitor at the CNSE facility and those who have cleaned-up Bloodborne pathogens during the course of their normal general work duties.
Who Should Attend:	All janitorial employees and staff . See Appendix A – EHS Training Requirements
Topics Covered:	Hazard Communication, Site Emergencies, Site Access, Personal Protective Equipment, Spill Clean-up, Hearing Conservation, Waste Management, Bloodborne Pathogens, Ergonomics
Length of the Class:	One Hour
Frequency of Training:	On initial assignment and annual thereafter.
Training Method:	Classroom

Laser Safety Training

Requirements:	Laser Safety Training is required by OSHA and the American National Standards Institute, ANSI Z136.1.
Who Should Attend:	All new or existing CNSE, tenant, and contract employees who work on class 3B or 4 lasers at CNSE.
Topics Covered:	Introduction, Background of Lasers, Fundamentals of Light, Elements of a Laser, The Laser Process, Laser Hazards, Laser Classification, Laser Safety Precautions, Eye Protection, Laser Accidents.
Length of the Class:	One hour
Frequency of Training:	On initial assignment
Training Method:	Classroom

Lockout/Tagout - The Control of Hazardous Energy

Requirements:	Lockout/Tagout Safety Training is required by 29 CFR 1910.147.
Who Should Attend:	See Appendix A – EHS Training Requirements.
Topics Covered:	Four Accident Situations, Proper Lockout/Tagout Procedures, The Procedure Applied to Four Energy Types, Start-Up, Lockout/Tagout Procedure, Program Administration, Contractor' Responsibilities.
Length of Class:	2 hours – occurs together with Electrical Safety Training
Frequency of Training:	On initial assignment and annual thereafter. When conditions/policy change or if retraining is deemed warranted.
Training Method:	Classroom

Personal Protective Equipment

Requirements:	Before doing work requiring use of personal protective equipment, employees must be trained to know: when personal protective equipment is necessary; what type is necessary; how it is to be worn; and what its limitations are, as well as know its proper care, maintenance, useful life, and disposal. In many cases, more than one type of personal protective equipment will provide adequate protection. As required per 1910.132 and 1910.138.
Who Should Attend:	See Appendix A – EHS Training Requirements.
Topics Covered:	Jobs that require personal protective equipment, how it is to be worn, its limitations, proper care and maintenance, useful life and disposal.
Length of Class:	One hour
Frequency of Training:	On initial assignment (provided in Safety Orientation), and annually thereafter (included in Advanced Safety).
Training Method:	Classroom

Powered Industrial Truck

Requirements:	Powered Industrial Truck Safety Training is required by 29 CFR 1910.178.
Who Should Attend:	See Appendix A – EHS Training Requirements.
Topics Covered:	Forklift Accidents, Operating Rules, Working Environment of the Forklift Operator, Parts of the Forklift Safety Inspection Report.
Length of the Class:	2 Hours
Frequency of Training:	On initial assignment. Recertification is required every three years.
Training Method:	Classroom with hands-on skills testing (driving). Skills testing required before license issued.

Radiation Safety

Requirements:	Only trained persons shall operate equipment that house sources of radiation (ionizing and non-ionizing).
Who Should Attend:	All new or existing CNSE, tenant and contract employees who work in Metrology laboratories or on Metrology tools at CNSE. See Appendix A – EHS Training Requirements
Topics Covered:	Overview of Principles and Practices of Radiation Protection, Monitoring Techniques, Biological Effects, Regulations and Job Specific Instruction.
Frequency of Training:	On initial assignment and annually thereafter.
Training Method:	Online through the CNSE Intranet http://intranet.cnse.albany.edu

Resource Conservation Recovery Act (RCRA)

Requirements:	RCRA training is required by 49 CFR 262 and 265.
Who Should Attend:	Those who work at or oversee the operations where hazardous waste is generated and prepare such waste for shipment off site.

Topics Covered:	Authorities and Jurisdiction, Liabilities, NYCRR Regulatory Structure. <ul style="list-style-type: none">• Hazardous Waste Identification; Land Disposal Restrictions.• How to manage universal waste: mercury-containing equipment, used oil, and other special waste.• Key rules for generating, storing, and treating waste on site.• Emergency preparedness and prevention, contingency plans, incident notifications, and release reporting.• Off-site shipping, manifest instructions, tracking and discrepancies, one-trip rule for PCBs, LDR notifications and certifications.• Recordkeeping and reporting, training documentation, and the hazardous waste reduction plan
Length of the Class:	8 Hours
Frequency of Training:	On initial assignment and annual thereafter.
Training Method:	Classroom

Respiratory Protection

Requirements:	Respirator Safety Training is required by 29 CFR 1910.134. Employees using respiratory protection must be trained in their proper use and limitations.
Who Should Attend:	All employees, staff, students and tenants who wear a respirator at CNSE. See Appendix A--EHS Training Requirements
Topics Covered:	Policy Statement, Medical Surveillance and Certification, Respirator Selection, Fit Testing, Cleaning, Inspection, and Storage, Emergency Use of Respirators, Federal and State Regulations, Potential Respiratory Hazards, Limitations of Respirators, How to Properly Don and Doff a Respirator
Length of Class:	One Hour

Frequency of Training:	On initial assignment and annual thereafter. Medical clearance and fit testing also required annually.
Training Method:	Classroom with a hands-on portion (initial training only) ; clearance and fit testing provided by an Occupational Medical Center. Can also be taken online via the CNSE Intranet <u>http://intranet.cnse.albany.edu</u>

Safe Lifting

Who Should Attend:	All new or existing CNSE, tenant and contract employees who work at CNSE and perform tasks involving heavy lifting during their daily activities/duties
Topics Covered:	Ergonomic Injuries, Proper Lifting Techniques, Safe Lifting Zones, Preparing for an Acceptable Lift, Stretching, Work-Station Ergonomics
Frequency of Training:	Initial and as deemed necessary thereafter.
Training Method:	Online through the CNSE Intranet http://intranet.cnse.albany.edu

Safety Orientation

Who Should Attend:	Employees new to the facility and/or working in the cleanroom are required to attend New Employee Safety Orientation.
Topics Covered:	Cleanroom Protocol, Security Awareness, Information Technology, Hazardous Waste, Spill Response, Evacuation and Emergency Procedures, Ergonomics, Floor Tile Removal, Chemical Labeling and Handling, Chemical Hazards, Personal Protective Equipment, as well as Other CNSE Policies and Procedures
Frequency of Training:	Once, Initial hire only
Training Method:	Classroom

**APPENDIX C
CNSE EHS Training Sign-In Sheet**

Environmental, Health and Safety Training

I have received training in the following area(s): _____
Course Title(s)

on _____ at _____
Date Time

The instructor's name was _____ and the training lasted for _____
Duration

****PLEASE PRINT CLEARLY OR YOU WILL NOT RECEIVE CREDIT**

	Name (Print Clearly)	Company	Department & Job Title	Supervisor (Print Clearly)	Email Address
1					
2					
3					
4					
5					
6					
7					
8					
9					
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11					
12					
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NOTE: SEND COPY OF TRAINING RECORD TO ENVIRONMENTAL, HEALTH AND SAFETY DEPARTMENT

Printed copies are considered uncontrolled. Verify revision prior to use.