



Step 1 of 3

Step 1: Complete the forms

Step 2: Add a cover sheet

Step 3: Submit your forms

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Click on the **Save Changes** Button to save the form. After saving the form, click on the links below to complete ALL the forms in your submission package

Business Activities

- [Business Owner Operator](#)
- [Chemical Description](#)
- [Consolidated Emergency Response/Contingency Plan](#)
- **[Employee Training Plan](#)**
- [Facility Maps](#)

Tips

• **Click on the Save Changes Button frequently.** None of your changes will be saved until you complete all of the required fields. After extended inactivity, you will be logged out automatically and any unsaved changes will be lost.

- Disable any installed popup blockers
- Complete every form in the package

Finished? Go to the [Cover Sheet](#) to send extra notes, or [confirm your submission](#).

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Employee Trainin.. (1)

Asterisks (*) indicate required fields

All facilities that handle hazardous materials in HMBP quantities must have a written employee training plan. This plan is a required module of the Hazardous Materials Business Plan (HMBP). A training plan summary is provided below for you to complete. If you have an additional written description of your training program be prepared to provide it during your facility inspection.

- Not applicable because facility has no employees

A copy of your facility's training plan can be uploaded here. Please only upload those portions which demonstrate compliance with hazardous materials/waste handling training requirements.

Personnel are trained in the following procedures:

- Internal alarm/notification
- Evacuation/re-entry procedures & assembly point locations
- Emergency incident reporting
- External emergency response organization notification
- Location(s) and contents of Emergency Response/Contingency Plan
- Facility evacuation drills, that are conducted at least (e.g., "Quarterly", etc.)

Specify:

Chemical Handlers are additionally trained in the following:

- Safe methods for handling and storage of hazardous materials
- Location(s) and proper use of fire and spill control equipment
- Spill procedures/emergency procedures
- Proper use of personal protective equipment
- Specific hazard(s) of each chemical to which they may be exposed, including routes of exposure (i.e., inhalation, ingestion, absorption)
- Hazardous Waste Handlers/Managers are trained in all aspects of hazardous waste management specific to their job duties (e.g., container accumulation time requirements, labeling requirements, storage area inspection requirements, manifesting requirements, etc.)

Emergency Response Team Members are capable of and engaged in the following:
Complete this section only if you have an in-house emergency response team

- Personnel rescue procedures
- Shutdown of operations
- Liaison with responding agencies
- Use, maintenance, and replacement of emergency response equipment
- Refresher training, which is provided at least annually
- Emergency response drills, which are conducted at least (e.g., "Quarterly", etc.)

Specify:

Employee Trainin.. (1)

Record Keeping

All facilities that handle hazardous materials must maintain records associated with their management. A summary of your record keeping procedures is a required module of the Hazardous Materials Business Plan (HMBP). A blank summary has been provided below for you to complete and submit if you do not already have such a document. If you already have a brief written description of your hazardous materials record keeping systems that addresses all subjects covered below, you are not required to complete this page, but you must include a copy of your existing document as part of your HMBP.

The following records are maintained at the facility (Check all that apply).
Note: This list of records does not necessarily identify every type of record required to be maintained by the facility.

- Current employees training records (to be retained until closure of the facility)
- Former employees' training records (to be retained at least three years after termination of employment)
- Training Program(s) (i.e., written description of introductory and continuing training)
- Current copy of this Emergency Response/Contingency Plan
- Record of recordable/reportable hazardous material/waste releases
- Record of hazardous material/waste storage area inspections
- Record of hazardous waste tank daily inspections
- Description and documentation of facility emergency response drills

Facility ID FA1351692

THE SUBMISSION IS NOT FINISHED! Complete all the forms using the menu on the left hand column. Then, go to the [Cover Sheet](#) to send extra notes, or [confirm your submission](#) to finish the process.

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