

**WASTE TREATMENT AND IMMOBILIZATION PLANT
CHAPTER 8.0
PERSONNEL TRAINING
CHANGE CONTROL LOG**

Change Control Logs ensure that changes to this unit are performed in a methodical, controlled, coordinated, and transparent manner. Each unit addendum will have its own change control log with a modification history table. The “**Modification Number**” represents Ecology’s method for tracking the different versions of the permit. This log will serve as an up to date record of modifications and version history of the unit.

Modification History Table

Modification Date	Modification Number
12/11/2025	24590-WTP-PCN-ENV-25-002 (8C.2025.Q4)
12/01/2023	24590-WTP-PCN-ENV-23-004 (8C.2023.Q4)
05/26/2022	24590-WTP-PCN-ENV-21-004 (8C.2022.Q2)
06/24/2020	8C.2020.3F
04/05/2018	8C.2018.1F
09/05/2017	8C.2017.6F
06/2011	

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CHAPTER 8.0
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CHAPTER 8.0
PERSONNEL TRAINING

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ACRONYMS

AWFCO	Automatic Waste Feed Cutoff
BED	Building Emergency Director
BEP	Building Emergency Plan
BOF	Balance of Facilities
DFLAW	Direct Feed Low Activity Waste
DOE	United States Department of Energy
DWMU	Dangerous Waste Management Unit
DWP	Dangerous Waste Permit
DWPI	Dangerous Waste Permit Instructor
DWTP	Dangerous Waste Training Plan
EMF	Effluent Management Facility
FR	Federal Register
GET	General Employee Training
ICS	Incident Command System
ICN	Integrated Control Network
LAW	Low Activity Waste
LMS	Learning Management System
OI	Occasional Instructor
OJE	On-the-Job Evaluation
OJT	On-the-Job Training
PCJ	Process Control System
SOM	Shift Operations Manager
WAC	Washington Administrative Code
WTCC	Waste Treatment Completion Company
WTP	Waste Treatment and Immobilization Plant

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1 **8.0 INTRODUCTION**

2 This chapter discusses personnel training requirements based on Washington Administrative Code
3 (WAC) 173-303 and the *Dangerous Waste Portion of the Hanford Facility Resource Conservation and*
4 *Recovery Act Permit for the Treatment, Storage, and Disposal of Dangerous Waste* (Ecology 1994a),
5 hereafter referred to as the “Permit.”

6 The dangerous waste training program consists of introductory and continuing training programs that are
7 designed to prepare personnel to manage and maintain the Direct Feed Low-Activity Waste Facility
8 (DFLAW) dangerous waste management units (DWMUs) in a safe, effective, and environmentally sound
9 manner. In addition to preparing personnel to manage and maintain the DFLAW DWMUs under normal
10 conditions, the training program ensures that personnel are prepared to respond in a prompt and effective
11 manner should abnormal or emergency conditions occur. Emergency response training is consistent with
12 the description of actions contained in the Building Emergency Plan (BEP) (Chapter 7.0).

13 Permit Condition II.C (Personnel Training) contains training requirements applicable to Hanford Site
14 facility personnel and non-facility personnel. Compliance with these requirements at the Hanford Tank
15 Waste Treatment and Immobilization Plant (WTP) is demonstrated by information contained in both
16 Permit Attachment 5 and this Chapter.

17 **8.1 Initial Training**

18 Initial training includes general Hanford Facility training and WTP-specific training. General Hanford
19 Facility training is described below. WTP-specific training is provided to WTP personnel allowing
20 personnel to work unescorted, and in some cases is required for escorted access. WTP personnel cannot
21 perform a task for which they are not properly trained, except to gain required experience while under the
22 direct supervision of a supervisor or coworker who is properly trained. WTP personnel are trained within
23 six months (180 days) after their employment at or on assignment to the WTP. If personnel are assigned
24 to a new job title or position at the WTP, any additional position-specific training is completed within
25 six months (180 days).

26 **General Hanford Facility Orientation Training:** Permit Condition II.C.2 requires Hanford Facility
27 personnel to receive general facility training within six months (180 days) of hire. This training provides
28 an orientation on dangerous waste management activities being conducted on the DFLAW DWMUs and
29 includes the following:

- 30 • Training to all new staff that meets the requirements listed for Permit Condition II.C.2.
- 31 • Familiarization with the applicable portions of the *Hanford Emergency Management Plan*,
32 (DOE/RL-94-02, Permit Attachment 4).
- 33 • Description of emergency signals and appropriate personnel response.
- 34 • Identification of contacts for information regarding dangerous waste management activities.
- 35 • Introduction to waste minimization concepts.
- 36 • Identification of contact(s) for emergencies involving dangerous waste.

37 Permit Condition II.C.4, requires the Permittees to provide the necessary training to non-Facility
38 personnel (i.e., subcontractors) as appropriate for the locations and activities undertaken at the WTP
39 Facility.

40 **Building Emergency Plan Training:** WTP personnel receive training on applicable portions of the
41 *Hanford Emergency Management Plan*, (DOE/RL-94-02), as amended (Permit Attachment 4) in General
42 Hanford Facility Orientation. In addition, WTP personnel receive training on the description of actions
43 contained in the BEP documentation in Part III, Operating Unit Group 10, Chapter 7.0 to be able to
44 effectively respond to WTP emergencies.

1 **Emergency Coordinator Training:** WTP personnel who perform emergency coordinator duties as
 2 specified in WAC 173-303-360 (e.g., the Building Emergency Director [BED]) in the Hanford Incident
 3 Command System (ICS) receive training on implementation of the contingency plan and fulfilling the
 4 position within the Hanford ICS. These WTP personnel also become thoroughly familiar with applicable
 5 contingency plan documentation, operations, activities, location, and properties of waste handled, location
 6 of records, and the unit and building layout.

7 Emergency Coordinator training consists of the BED training course required for facility BEDs in
 8 *Hanford Emergency Management Plan*, (DOE/RL-94-02), Table 12-1 and facility specific training;
 9 reading the WTP BEP; recovery planning; and familiarization with WTP Emergency Preparedness
 10 program documentation.

11 **Operations Training:** Dangerous waste management operations training (e.g., waste designation
 12 training, shippers training) considers the type of waste management unit and the type of activities
 13 performed at the facility. For example, training provided for management of dangerous waste in
 14 containers is different than the training provided for management of dangerous waste in a tank system.
 15 Common training required for compliance within similar waste management units is provided in general
 16 training and supplemented at the WTP. Training provided for WTP-specific operations are identified in
 17 Tables 8-1, 8-2 and 8-3. The course curricula descriptions are contained in the WTP Dangerous Waste
 18 Training Plan. WTP-specific training consists of the following subjects:

- 19 • Waste verification on receipt at DFLAW DWMUs.
- 20 • Safe and compliant waste treatment activities.
- 21 • Container management.
- 22 • Conducting weekly inspections.
- 23 • Conducting waste pickups.
- 24 • Container packaging and labeling.
- 25 • Dangerous waste tank management (select staff).

26 **8.2 Task Specific Training**

27 The WTP training program ensures that personnel who perform duties at the WTP related to
 28 WAC 173-303-330(1)(e) are trained to perform their duties in compliance with WAC 173-303. Actual job
 29 tasks, referred to as duties, are used to determine training requirements.

- 30 • The first step taken to ensure that WTP personnel have received the proper training is to
 31 determine and document the dangerous waste management duties by job title/ and position.
- 32 • In the second step, dangerous waste management duties are compared to the general waste
 33 management unit training curriculum. If the general waste management unit training curriculum
 34 does not address the waste management duties, the training curriculum is supplemented and (or)
 35 on-the-job training is provided.
- 36 • The third step summarizes the content of a training course necessary to ensure the training
 37 addresses the appropriate dangerous waste management duties.
- 38 • The fourth and last step is to assign training curriculum to WTP personnel based on their job title
 39 and position. The WTP Dangerous Waste Training Plan describes this process.

40 Waste management duties include those specified in Attachment 5 and Tables 8-1, 8-2 and 8-3, as well as
 41 those contained in WAC 173-303-330(1)(e). Training elements of WAC 173-303-330(1)(d) applicable to
 42 WTP operations include the following:

- 1 • Procedures for using, inspecting, repairing, and replacing emergency equipment and monitoring
2 equipment. [WAC 173-303-330(1)(e)(i)]
- 3 • Key parameters for automatic waste feed cut-off systems. [WAC 173-303-330(1)(e)(ii)]
- 4 • Communications or alarm systems. [WAC 173-303-330(1)(e)(iii)]
- 5 • Response to fires or explosions. [WAC 173-303-330(1)(e)(iv)]
- 6 • Shutdown of operations. [WAC 173-303-330(1)(e)(vi)]

7 WTP personnel who perform these duties receive training specific to their duties. The WTP Dangerous
8 Waste Training Plan contains detailed course curricula for the types of training WTP personnel receive
9 based on Attachment 5 and Tables 8-1, 8-2 and 8-3.

10 **8.3 Description of Training Plan**

11 The WAC 173-303-330 requirements for training are satisfied by this Chapter. A description of how
12 documentation meets the three items in WAC 173-303-330(2) is as follows:

- 13 • -330(2)(a): "...the job title, the job description, and the name of the employee filling each job.
14 The job description must include requisite skills, education, other qualifications, and duties for
15 each position."

16 Description: The specific WTP personnel job title and position is correlated to the waste
17 management duties. Dangerous waste management duties relating to WAC 173-303-330 are
18 correlated to training courses to ensure training is properly assigned.

19 Only names of WTP personnel who perform duties relating to waste management operations at
20 the WTP are required to be maintained. A list of personnel assigned to the WTP is available upon
21 request.

22 Information on requisite skills, education, and other qualifications for job title and positions are
23 addressed by providing a reference where this information is maintained (for example, Human
24 Resources). Specific information concerning job title, requisite skills, education, and other
25 qualifications for personnel can be provided upon request.

- 26 • -330(2)(b): "A written description of the type and amount of both introductory and continuing
27 training required for each position."

28 Description: In addition to the outline provided in Section 8.1, training courses developed to
29 comply with the initial and continuing training programs are identified and described in
30 Tables 8-1, 8-2 and 8-3.

31 Certain job titles/positions identified in Table 8-1, 8-2 and 8-3 may have some variability of task
32 assignment/responsibility. Personnel assigned specific dangerous waste management duties
33 within a job title/position are only required to take the necessary training specific to those duties.

34 Note that equivalent training can be used to meet the dangerous waste training requirements
35 outlined in Tables 8-1, 8-2 and 8-3. Employees can substitute courses for the required training if
36 the course is both similar in nature and quality and accomplishes the duties of the position to
37 which he or she is assigned. Personnel must show by documentation or certification that an
38 employee's training has resulted in training equivalency to the training required.

- 39 • -330(2)(c) and -330(3): "Records documenting that facility personnel have received and
40 completed the training required by this section. The department may require, on a case-by-case
41 basis, that training records include employee initials or signature to verify that training was
42 received."

1 Description: Training records are maintained consistent with Permit Attachment 5, Section 5.3
2 and WAC 173-303-330(2)(c) and (3) in the Hanford Facility Operating Record (WTP portion). At
3 a minimum, training records will consist of course attendance rosters correlating the training
4 received with the personnel who were in attendance.

5 Note that training records are maintained in accordance with the requirements of the *Privacy Act*
6 of 1974. Training records for personnel are available for inspection purposes through 59 Federal
7 Register (FR) 17091, which gives federal, state, and local government officers “routine use”
8 access to training records where a regulatory program being implemented is applicable to a
9 United States Department of Energy (DOE) or contractor program.

10 **8.4 Continuing Training**

11 Initial and continuing training programs are designed to prepare personnel during the operations phase,
12 and to manage and maintain the WTP in a safe, effective, and environmentally sound manner. In addition
13 to preparing personnel to manage and maintain the WTP under normal conditions, the training programs
14 ensure that personnel are prepared to respond in a prompt and effective manner should off normal or
15 emergency conditions occur. Emergency response training is consistent with the description of actions
16 contained in Part III, Operating Unit Group 10, Chapter 7.0, “Building Emergency Plan.” The initial and
17 continuing training programs are intended to meet the following objectives:

- 18 • Train WTP personnel to perform their duties in a way that ensures the WTP’s compliance with
19 WAC 173-303 and this Permit.
- 20 • Train WTP personnel on dangerous waste management procedures (including implementation of
21 the BEP) relevant to the job titles and positions in which they are employed.
- 22 • Ensure that WTP personnel can respond effectively to emergencies.
- 23 • Ensure that the WTP training program is reviewed annually to meet the requirements in
24 WAC 173-303-330(1)(b).

25 Continuing training meets the requirements for WAC 173-303-330(1)(b) and includes general facility
26 training and unit specific training, as specified below.

27 General Hanford Facility Orientation Training: Annual refresher training is provided for general Hanford
28 Facility training. Refer to description above in Section 8.1.

29 Building Emergency Plan Training: Annual refresher training is provided for BEP training. Refer to
30 description above in Section 8.1.

31 Emergency Coordinator Training: Annual refresher training is provided for emergency coordinator
32 training, including the BED facility specific training. Refer to description above in Section 8.1.

33 Operations Training: Refresher training occurs on various frequencies for operations training (i.e., annual,
34 every other year, every 3 years). When justified, some training does not contain a refresher course and is
35 identified as a one-time-only training course.

36 **8.5 Training Program Administration**

37 The WTP Project Training Department is responsible for identifying the appropriate training requirements
38 specified in Attachment 5 and Tables 8-1, 8-2 and 8-3 to ensure that personnel are trained, qualified, and
39 capable of performing their assigned tasks. Project Training is also responsible for providing the support
40 necessary to ensure that personnel are qualified to safely and effectively meet job requirements.

41 The WTP training program verifies that personnel who perform duties on the WTP Facility DWMUs
42 related to WAC 173-303-330(1)(d) are trained to perform their duties in compliance with WAC 173-303.
43 Actual job tasks, referred to as duties, are used to determine training content, and verification determines

1 that WTP personnel have received the proper training by determining and documenting the duties by job
2 title/position. The training plan documentation contains this process.

3 Various evaluation techniques are used to measure a trainee's proficiency level. Examples of evaluation
4 techniques are performance in written and oral exams and careful observation of on-the-job performance.
5 The supervisor determines whether the trainee has mastered the skills at the competency level necessary
6 to perform the tasks described in the job description.

7 In addition, all employees are required to complete General Employee Training (GET) on an annual basis.
8 This training is subject to regular evaluation to ensure that it fully addresses not only dangerous waste
9 issues, but the myriad of other environmental health and safety considerations at the Hanford Facility.

10 Periodically, employees critique formal training sessions using a training evaluation form. If effectiveness
11 reviews result in changes to course materials, the materials are updated, reviewed with subject matter
12 experts, and documented in the operating record.

13 **8.6 Qualification of Staff (including On-the-Job Training)**

14 Training consists of a combination of self-study, classroom instruction, computer-based training, and
15 On-the-Job Training (OJT) through the use of a qualification card.

16 OJT activities involve qualified personnel demonstrating a specific task, allowing the trainee to practice
17 the task under supervision of the qualified OJT instructor. The trainee's knowledge and skills are then
18 evaluated against established standards. This can include written and/or oral examinations, evaluations,
19 and reviews to ensure that they are adequately trained commensurate to their job title(s)/position(s).
20 Results of examinations, evaluations, and reviews are documented and then placed in each individual's
21 training record.

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Table 8-1 Personnel Training

LMS Qualification ID ^a	LMS Qualification Title/Description	Frequency	Job/Position													
			Operations Management ^c	Shift Operations Manager	Control Room Supervisor	Control Room Operator	Quality Control Inspector	Waste Characterization Specialist	Waste Handler ^d	Maintenance/Crafts	Commissioning Technician ^e	Environmental Field Personnel	Building Emergency Director	Non-Facility Staff/Visitor	Plant Engineer	Training Instructors ^f
General Training																
GET 380/GET 381	Project GET Initial/Project GET Retrain ^b <ul style="list-style-type: none"> • <i>Completing this course allows the employee to obtain a DOE badge.</i> 	Initial/Annual	X	X	X	X	X	X			X	X	X	X ^b	X	
DFLAW-GET	DFLAW GET ^b <ul style="list-style-type: none"> • <i>General overview information to WTCC DFLAW personnel on a variety of topics relevant to working in the DFLAW operating envelope.</i> 	Initial/Annual	X	X	X	X	X	X	X	X	X	X	X	X ^b	X	

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LMS Qualification ID ^a	LMS Qualification Title/Description	Frequency	Job/Position													
			Operations Management ^c	Shift Operations Manager	Control Room Supervisor	Control Room Operator	Quality Control Inspector	Waste Characterization Specialist	Waste Handler ^d	Maintenance/Crafts	Commissioning Technician ^e	Environmental Field Personnel	Building Emergency Director	Non-Facility Staff/Visitor	Plant Engineer	Training Instructors ^f
GET 2571	Construction GET ^b <ul style="list-style-type: none"> • <i>Completing the course allows the employee to obtain a Construction Badge.</i> 	Initial/Annual							X	X						
Facility Training																
LAWCR-CRS	Control Room Supervisor Qualification	Initial/Annual			X											
SOM	Shift Operations Manager (SOM) Training	Initial/Annual	X													
COI-01/COI-02 Or COIOI-01/COIOI-02	Plant Management Department Instructor – Initial/ Plant Management Department Instructor - Requalification Occasional Instructor – Initial/ Occasional Instructor - Requalification	Initial/Annual														X

Table 8-1 Personnel Training

LMS Qualification ID ^a	LMS Qualification Title/Description	Frequency	Job/Position												
			Operations Management ^c	Shift Operations Manager	Control Room Supervisor	Control Room Operator	Quality Control Inspector	Waste Characterization Specialist	Waste Handler ^d	Maintenance/Crafts	Commissioning Technician ^e	Environmental Field Personnel	Building Emergency Director	Non-Facility Staff/Visitor	Plant Engineer
Environmental/Waste Management Training															
WMP02	Waste Generators <ul style="list-style-type: none"> Provides information to perform dangerous waste generator activities in accordance with WAC 173-303. 	Initial/Annual								X					
WMP03	Waste Handlers <ul style="list-style-type: none"> Provides additional information for individuals that manage waste in central accumulation areas and (or) permitted container storage areas. 	Initial/Annual						X	X		X ^g				
WMP04	Waste Designation <ul style="list-style-type: none"> Qualifies individual to designate waste in accordance with WAC-173-303. 	Initial/Annual						X							

Table 8-1 Personnel Training

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			Operations Management ^c	Shift Operations Manager	Control Room Supervisor	Control Room Operator	Quality Control Inspector	Waste Characterization Specialist	Waste Handler ^d	Maintenance/Crafts	Commissioning Technician ^e	Environmental Field Personnel	Building Emergency Director	Non-Facility Staff/Visitor	Plant Engineer	Training Instructors ^f
DWPI	Dangerous Waste Permit (DWP) Inspector ^h <i>Provides instructions to individuals who will be performing and documenting DWP inspections and responding to unsatisfactory conditions.</i>	Initial/Annual		X	X	X	X		X	X	X	X	X		X	
QAL-5258	Environmental Field Personnel <i>Environmental Field Personnel responsible for regulatory oversight of environmental requirements, container and facility inspections, as well as oversight of sampling, marking, labeling, packaging, and handling of dangerous waste onsite. In addition, the position provides support for Plant response to spills, emergencies, and other environmental related events.</i>	Initial/Annual										X				

Table 8-1 Personnel Training

LMS Qualification ID ^a	LMS Qualification Title/Description	Frequency	Job/Position													
			Operations Management ^c	Shift Operations Manager	Control Room Supervisor	Control Room Operator	Quality Control Inspector	Waste Characterization Specialist	Waste Handler ^d	Maintenance/Crafts	Commissioning Technician ^e	Environmental Field Personnel	Building Emergency Director	Non-Facility Staff/Visitor	Plant Engineer	Training Instructors ^f
AWFCO	Automatic Waste Feed Cutoff (AWFCO) ⁱ <i>Provides instructions on DWP AWFCO Response Procedures and Functionality.</i>	Initial/Annual		X	X	X						X			X	
Facility Emergency Training																
EPP001	Building Emergency Director <ul style="list-style-type: none"> <i>Qualifies individuals to perform Resource Conservation and Recovery Act emergency coordinator duties.</i> 	Initial/Annual											X			

^aLMS Qualification ID identifies the curricula which includes training components that are not directly related to the management of dangerous waste and would not be required by this training plan.

^bPersonnel that do not have GET 380/381 or GET 2571 and DFLAW-GET will be escorted.

^cOperations Management positions are identified in 24590-WTP-PD-RATQ-TQ-0003, *Plant Management Operations Training Program* (e.g., Plant Manager, Nuclear Facility Manager/Deputy Nuclear Facility Manager, Facility Operations Manager).

^dBaseline qualification for Waste Handler depends on personnel classification.

Table 8-2 Commissioning Technician Watch Station Training

LMS Qualification ID	LMS Qualification Title/Description	Frequency	Watch Station									
			LAW Control Room Utilities Technician	LAW Control Room Process Technician	LAW Control Room Melter Technician	LAW Control Room BOF/Lab Technician	LAW Field Technician	Lab/EMF Field Technician	LAW Upper-Level Technician	LAW Lower-Level Technician	LAW Process Line Technician	BOF Field Technician
DFLAW_CT_CORE	DFLAW Commissioning Technician Baseline Qualification (May also need to complete DWPI Initial and Annual ^a)	Initial/Biennial	X	X	X	X	X	X	X	X	X	X
WTPPCJ	Process Control System (PCJ) with Integrated Control Network (ICN) Operations	Initial/Biennial		X	X							
LAWCR-UTL	LAW Control Room Utilities Technician	Initial/Biennial	X									
LAWCR-PRO	LAW Control Room Process Technician	Initial/Biennial		X								
LAWCR-MLT	LAW Control Room Melter Technician (must also complete	Initial/			X							

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			LAW Control Room Utilities Technician	LAW Control Room Process Technician	LAW Control Room Melter Technician	LAW Control Room BOF/Lab Technician	LAW Field Technician	Lab/EMF Field Technician	LAW Upper-Level Technician	LAW Lower-Level Technician	LAW Process Line Technician	BOF Field Technician		
	AWFCO Training)	Biennial												
LAWCR-LAB	LAW Control Room BOF/Lab Technician	Initial/ Biennial				X								
LAWFT	LAW Field Technician	Initial/ Biennial					X							
LEFT	Lab/EMF Field Technician Qualification	Initial/ Biennial						X						
LULT	LAW Upper-Level Technician	Initial/ Biennial							X					
LAWLLT	LAW Lower-Level Technician	Initial/ Biennial								X				
LMHPLT	LAW Mechanical Handling Process Line Technician	Initial/ Biennial										X		
BOFFT	BOF Field Technician	Initial/ Biennial												X

Table 8-2 Commissioning Technician Watch Station Training

LMS Qualification ID	LMS Qualification Title/Description	Frequency	Watch Station											
			LAW Control Room Utilities Technician	LAW Control Room Process Technician	LAW Control Room Melter Technician	LAW Control Room BOF/Lab Technician	LAW Field Technician	Lab/EMF Field Technician	LAW Upper-Level Technician	LAW Lower-Level Technician	LAW Process Line Technician	BOF Field Technician		

^aOnly required if the Watch Station personnel conducts and/or documents a DWP inspection

Table 8-3 Lab Operating Training Matrix

Training Category ¹								
Permit Attachment 5 Training Category	General Hanford Facility Training	Contingency Plan Training	Emergency Coordinator Training	Operations Training				
WTP DWTP Implementing Category	Orientation Program	Emergency Management Plan	Emergency Coordinator Training	General Waste Management	Container Management	Tank System Management	Containment Buildings Management	Misc. Unit Management
Example Job Title/Position								
Dangerous Waste Operator	X	X		X	X	X	X	X
Laboratory Technician	X	X		X	X			
Laboratory Manager	X	X	X		X			

¹Refer to the WTP Dangerous Waste Training Plan for a complete description of coursework in each training category.