

WAC 173-180-530 Oil Transfer Training Requirements

- ___ Training program **lists all specific position titles** subject to training requirements.
- ___ Training program covers all **key supervisory and operations personnel**. (Attach list to checklist if different from the Certification Program list)
- ___ Training program identifies specific classroom or on-the-job **oil transfer training** for each position. Minimum hours required: _____
- ___ Training program has written training materials such as **manuals or checklists**.
- ___ Facility has **written oil transfer training materials**, such as training manuals or facility-specific procedures, equipment use manuals, supervised practice sessions, to provide on-the-job training to new operations personnel.
- ___ Training program describes method for addressing the language issues and ensuring the training is understood for **non-English** speaking personnel. (If applicable)
- ___ Training program has a method for documenting how a person received the required training in the past, or a method to demonstrate how a person meets the requirements of WAC 173-180-530, for personnel that entered the **position prior to the adoption of WAC 173-180-530**.
- ___ Training program considers **contractors hired by the facility to perform key supervisory and operations functions** to be "personnel" and are subject to the same oil transfer training requirements as facility employees. The program has a method to validate that contractors have met the facility's oil transfer training requirements before they **perform key supervisory and operations functions**.
- ___ **Required training includes the following:**
 - ___ Overview of oil handling, transfer, and monitoring operations
 - ___ Procedures and checklists specific to job function
 - ___ Preventive maintenance procedures
 - ___ Awareness of oil spill impacts
 - ___ Major components of facility operations manual
 - ___ Major components of facility response plan
 - ___ Safe use and handling of response equipment for containment, personal protection and recovery equipment
 - ___ Decision making for abnormal operating events and emergencies, including emergency spill prevention and safe shutdown conditions, responsibilities and procedures
 - ___ Routine and emergency communication procedures
 - ___ Overview of applicable oil spill response laws and regulations
 - ___ Drug and alcohol use awareness
 - ___ 24 hour HAZWOPER training for key supervisory and operations personnel
- ___ Training program **requires annual continuing education** training for key supervisory and operations personnel
- ___ **Continuing education program includes the following:**
 - ___ Review and analyze for causal factors and lessons learned any spills which occurred during the past year
 - ___ Eight hour HAZWOPER
 - ___ Refresher training on emergency spill prevention procedures
 - ___ Refresher training on spill cleanup and recovery operations
- ___ Program **requires follow-up training after any spill** to all key supervisory and operations personnel to address the causes of the spill. This training is then incorporated into the continuing education training program.

COMMENTS / RECOMMENDATIONS

- Facility in **compliance** with State Oil Transfer Regulations.
- Facility in **violation** of State Oil Transfer Regulations as identified. Corrective measures required.

Manager/operator: _____

Inspector: _____ **Date:** _____

* Check Mark "√" denotes compliance, "X" denotes a violation, "N/A" = Not Applicable