

<b>JOB DESCRIPTION &amp; TRAINING LOG INITIAL ACCUMULATION POINT/ACCUMULATION</b>			SITE NO(s):
<b>SITE LOCATION INFORMATION</b>			
ORGANIZATION:	OFFICE SYMBOL:	SHOP TITLE:	PHONE:
STREET ADDRESS:	BLDG#:	OPR/SHOP SUPERVISOR:	
<b>SITE MANAGEMENT INFORMATION</b>			
NAME:	PHONE:	DUTY POSITION: (Check One) Primary Manager <input type="checkbox"/> Alternate Manager <input type="checkbox"/>	APPROXIMATE DATE ASSIGNED TO POSITION: (MM/DD/YY)
<b>JOB DESCRIPTION</b>			
<ol style="list-style-type: none"> <li>1. Performs managerial tasks associated with hazardous waste and/or used petroleum product management.</li> <li>2. Evaluates, develops and implements shop policies and procedures necessary to minimize the value of all shop related waste streams.</li> <li>3. Evaluates, develops and implements shop policies and procedures necessary to ensure compliance with laws and regulations pertaining to all process wastes.</li> <li>4. Supervises, directs, and provides On-the-Job Hazardous Waste Training to <b>all</b> shop personnel for duty related tasks associated with hazardous wastes generated in that shop. <b>This training must also be documented.</b></li> <li>5. Informs supervisor of all areas of concern dealing with solid waste management.</li> <li>6. Monitors levels and ensures proper and timely disposal of all hazardous wastes and used petroleum products.</li> <li>7. Prepares collection containers for use and subsequent turn-in to the 90-day accumulation site (if applicable) or permitted storage facility at DRMO.</li> <li>8. Initiates site specific contingency plan, in the event of a spill or release.</li> </ol>			
<b>INITIAL &amp; ANNUAL REFRESHER TRAINING**</b>			
TITLE OF FORMAL TRAINING CLASS	INSTRUCTOR	INSTRUCTOR'S SIGNATURE/ COURSE DATE	STUDENT'S SIGNATURE/DATE
Initial Hazardous Waste Management Training			
Refresher Hazardous Waste Management Training			
Refresher Hazardous Waste Management Training			
Refresher Hazardous Waste Management Training			
Refresher Hazardous Waste Management Training			
<b>**ATTACH COURSE AGENDA/CLASSROOM HOURS FOR EACH SUBSEQUENT COURSE TAKEN</b>			

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### **About the ITAOP/savePDF Method**

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).