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**ELEMENT 8**  
**Training****Checklist**

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- Policy** – we have presented our policy to all employees, they know it well, they know how it drives our program, and know where to get a copy.
  
- Critical Control Points** – everyone involved in biosolids management knows what our critical control points are, why they are critical, and what happens at each point, and what they are supposed to do to manage them.
  
- Legal and Other Requirements** – everyone has a general understanding of the legal requirements we face and are aware of other requirements we have voluntarily imposed on ourselves; people who need to have more detailed knowledge about requirements receive the training and continuing education opportunities they need to stay on top of things.
  
- Goals and Objectives** – everyone knows what the goals and objectives are; people who are responsible for achieving goals and objectives have the training they need and make sure that anyone helping them or involved also has proper training.
  
- Biosolids Management Program and Action Plan** – all employees who work in biosolid value chain areas have received an orientation to our biosolids EMS, including coverage of our program manual and action plan.
  
- Public Participation in Planning** – staff with responsibility for dealing with the public and other stakeholders have on-the-job experience or specific training in the areas of meeting organization, planning strategies, facilitation, and public speaking; everyone in our biosolids program has been made aware of our public participation strategy and its implications for our program.
  
- Roles and Responsibility** – everyone knows what they are supposed to do and how to do it, we also know what other people’s roles and responsibilities are.
  
- Training** – our in-house trainers have themselves been trained in teaching and mentoring techniques; we make sure outside trainers are properly qualified and credentialed.
  
- Communication and Public Outreach** – our primary points of contact have received special training in public relations and public education (planning and

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delivery); everyone knows who the points of contact are and what our procedures are for responding to inquiries and complaints.

- Operational Control of Critical Control Points** – everyone has the technical skills, expertise, and knowledge they need to properly use and manage our operational controls and people receive refresher training or advanced training as planned and needed.
- Emergency Preparedness and Response** – everyone in the organization has received general safety and emergency response training and knows our procedures; our response team and response coordinators have received special training that has included simulated drills.
- EMS Documentation and Document Control** – everyone who creates, handles, or otherwise manages documents has received training in and follows our document creation and control procedures.
- Monitoring and Measurement** – appropriate to their duties, our staff has received training in sampling techniques, QA/QC, analysis, and interpretation, everyone also knows how to read the instrumentation in their work area and knows what the readings indicate.
- Non-conformances – Preventative and Corrective Action** – people have been trained to prevent, identify, and correct non-conformances with our EMS and non-compliances with other requirements.
- Periodic Biosolids Program Performance Report** – we all know what we are supposed to do on a regular basis so that we can develop our performance report, and we understand why we develop such a report.
- Internal EMS Audit** – staff or contractors conducting internal audits have the proper qualifications and experience in audit techniques and in EMS requirements; participants understand our protocol and how they are supposed to facilitate and contribute to the audit.

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- Management Review** – management-level staff involved in the review received special training on our EMS and understand how our operations, planning, strategic and capital planning all fit together under our EMS.

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Reviewer's Signature

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Date