

---

**ELEMENT 8**  
**Training****Procedures**

File Name:	Revision	Approved by:	Rev. Date	Page 1 of 1
EMS_08_Procedures.doc	02		4/6/05	

---

1. Review and revise the EMS and biosolids training programs to ensure those personnel responsible for biosolids activities are competent in performing their assigned tasks and duties.
  - a) Review and update tracking system that maintains records of all training delivered.
  - b) Document individual employee training
  - c) Review and update employee competency testing
2. Review and revise the EMS and biosolids training program based on current:
  - a) Biosolids Policy
  - b) Goals and objectives
  - c) Legal and other requirements
  - d) Operational critical control points
  - e) Revisions to EMS
3. Review and revise contractor-training program for biosolids to ensure it is consistent with the Encina Wastewater Authority's Biosolids Management Policy, Biosolids Strategic Plan's goals and objectives, and the Biosolids EMS.
4. Review the department roles and responsibilities tables to verify that new employees that support biosolids activities have received the EMS training.
5. Update BETS as needed.