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**RENEWAL APPLICATION  
APPENDIX H2**

**TRAINING COURSE AND QUALIFICATION CARD OUTLINES**



**RENEWAL APPLICATION  
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**TRAINING COURSE AND QUALIFICATION CARD OUTLINES**

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**Course Outlines**

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- 1 **COURSE:** GET-19X/GET-20X - General Employee Training  
2  
3 **DURATION:** =16 Hours  
4  
5 **PREREQUISITES:** None  
6  
7 **SCOPE:**  
8  
9 **TYPE:** Classroom  
10  
11 **OBJECTIVES:** Upon completion of this course, the student will be able to perform their  
12 job in a safe manner and will have an overview of the site organization  
13 and description.  
14  
15 Mastery of the terminal objectives will be demonstrated by scoring 80  
16 percent or higher on the course examination.  
17  
18 **REFRESHER:** GET-19XA/GET-20XA annually  
19

20 **COURSE DESCRIPTION** (by module)  
21

- 22 1. Site Overview & WIPP Description a. Mission of U.S. Department of  
23 Energy (DOE) and Carlsbad Field  
24 Office (CBFO)  
25 =1 hour b. Relationship of WIPP organizations  
26 c. Surface structures  
27 d. WIPP shafts  
28 e. Underground area  
29  
30 2. Emergency Preparedness a. Definition of occurrence  
31 (Includes Occurrence Reporting) b. DOE Order 5000.3B  
32 =1 hour c. WP 12-ES3918  
33 d. Occurrence reporting process  
34 e. Employee involvement with  
35 Emergency Preparedness  
36 f. Types of emergencies  
37 g. Emergency response by WIPP  
38 groups  
39 h. Off-site response groups  
40 i. WIPP emergency procedures  
41 j. Emergency equipment  
42 k. Employee actions during  
43 emergencies  
44

- 1 3. General Safety  
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3 =1 hour  
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11 4. Computer Security  
12 =1 hour  
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18 5. Fire Protection  
19 =1 hour  
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24  
25  
26  
27 6. Resource Conservation and Recovery Act  
28 (RCRA) & Storm Water Management  
29 =2 hours  
30  
31  
32  
33  
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35  
36  
37  
38  
39  
40  
41  
42 8. Work Policies and Procedures  
43 =1 hour  
44
- a. Personal Protective Equipment (PPE)  
b. Requirements for PPE  
c. Warning Tags  
d. WIPP safety hazards  
e. Medical assistance  
f. Actions to take for injuries  
g. Reporting injuries/accidents  
h. Employee concerns
- a. Department to contact  
b. WIPP policies and procedures for:  
1. Personally owned software  
2. Computer games  
3. Passwords/password protection  
c. Computer virus prevention
- a. WIPP Fire Protection Program  
b. Fire sources at WIPP  
c. Fire Tetrahedron  
d. Classes of fires  
e. Fire extinguisher  
f. Office Warden Program  
g. Employee responsibilities during a fire
- a. RCRA history  
b. RCRA goals  
c. WIPP goals and relation to RCRA  
d. Definition of RCRA wastes  
e. Site generated waste program  
f. Training requirements for treatment storage and disposal facilities  
g. Contingency Plan  
h. Waste Minimization Program  
i. RCRA regulatory agencies  
j. RCRA enforcement options  
k. Application of Storm Water Management policy in relation to the general employee
- a. DOE Orders and MOC Management and Operating Contractor Procedures  
b. Teamwork

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15 9. Electrical Safety  
16 =1 hour  
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33 10. Hazard Communications  
34 =1 hour  
35  
36  
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39  
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45
- c. Conduct of Operations Policy
    - 1. Elements of Conduct of Ops
  - d. Quality Assurance Program
  - e. Responsibility for following procedures
  - f. Resuming work after stoppage
  - g. Stopping work for unsafe acts
  - h. Purpose and uses of “Hold Tag”
  - i. Quality records and requirements
  - j. Correcting errors on QA Quality Assurance Records
  - k. Configuration Management and affected departments
- a. Variables of electrical circuits
  - b. Severity of electrical shock
  - c. Areas where electrical accidents occur
  - d. WIPP policy on using damaged electrical equipment
  - e. WIPP policy for modifying electrical protective devices
  - f. Requirements for use of Ground Fault Interrupters.
  - g. Purpose of GFIs ground fault interrupters
  - h. WIPP policy for resetting breakers
  - i. WIPP policy for using extension cords, plug-in devices, and other equipment exposed to energized electrical circuits
- a. Description of Haz Comm Std.
  - b. Health and Safety hazards
  - c. Protection from workplace hazards
    - 1. PPE
    - 2. Preparedness/Prevention
    - 3. Employee responsibilities
  - d. Emergency procedures
  - e. WIPP Hazard Communication Prog.
    - 1. Training
    - 2. Container labels
    - 3. Chemical transfers
    - 4. Material Safety Data Sheets
  - f. Other information sources

- 1  
2 11. ~~Personal Protective Equipment~~ **PPE** a. Requirements for head protection  
3 =1 hour b. Requirements for hearing  
4 conservation  
5 c. Requirements for face/eye protection  
6 d. Requirements for foot protection  
7  
8 12. Bloodborne Pathogens a. Def. of Bloodborne Pathogens  
9 =1 hour b. Def. of Hepatitis B and Human  
10 Immunodeficiency Virus  
11 c. Bloodborne Pathogen transmission  
12 d. Prevention of bloodborne pathogen  
13 infection  
14 e. WIPP Exposure Control Plan  
15  
16  
17 13. Ergonomics a. Cumulative Trauma Disorder **(CTD)**  
18 =2 hours b. Risk factors for CTD  
19 c. Prevention of CTD  
20 d. Recognition of CTD  
21 e. Steps to take when CTD develops  
22  
23 14. Security a. Security Mission  
24 =1 hour b. Def. of Security Officer  
25 c. Security Officer Tasks  
26 d. Access and Property Control at  
27 WIPP  
28 e. Badge accountability  
29 f. Property Pass system  
30 g. Physical security  
31 h. Telephone threat list  
32 i. Employee responsibilities during  
33 demonstration  
34 j. Fitness for duty  
35 k. Computer security  
36 l. Parking requirements  
37

- 38 15. General Employee Radiological Training (**GERT**)  
39 =1 hour

41 This program will be implemented prior to declaration of site readiness for all site  
42 employees. The standardized core materials for GERT include the following topics:

44 Sources of Radiation  
45 Non-ionizing and Ionizing Radiation

1	Risk in Perspective
2	ALARA Concept
3	Radiological Controls
4	Monitoring/Dosimetry
5	Emergency Procedures
6	Employee Responsibilities
7	
8	All times are approximate and do not reflect time spent on additional topics that arise from class
9	participation, student breaks, class size, and/or practical exercises. (i.e. Job Performance
10	Measures)

- 1 **COURSE:** GET-19XA/GET-20XA - General Employee Training Refresher  
2  
3 **DURATION:** Self-paced Course  
4  
5 **PREREQUISITES:** None  
6  
7 **SCOPE:**  
8  
9 **TYPE:** Self-paced Module  
10  
11 **OBJECTIVES:** Objectives are stated at the beginning of each module, including security,  
12 radiological basics, general safety, hazard communications, bloodborne  
13 pathogens, hearing protection, and Occupational Safety and Health  
14 Administration/Resource Conservation and Recovery Act  
15 (OSHA/RCRA).  
16  
17 Mastery of the terminal objective will be demonstrated by scoring  
18 80 percent or higher on the module examination.  
19  
20 **REFRESHER:** Annually  
21

22 **COURSE DESCRIPTION (by module)**  
23

- 24 1. Introduction  
25 a. Self Paced Course  
26 b. Information about WIPP  
27 organizations  
28 c. Appendix Information  
29 1. Storm Water Management  
30 2. WIPP Land Withdrawal Act  
31 3. DOE Mission  
32 d. Exam Guidelines  
33 2. General Security  
34 a. Prohibited Articles  
35 b. Primary responding agencies  
36 c. Wearing your badge  
37 d. Escort Responsibility  
38 e. Number of visitors an employee may  
39 escort  
40 f. When to turn off your computer  
41 g. Personal Property Passes

- 1 3. Computer Security
- 2
- 3
- 4
- 5
- 6
- 7
- 8 4. Fitness for Duty
- 9
- 10
- 11
- 12 5. RCRA
- 13
- 14
- 15 6. Storm Water Management
- 16
- 17
- 18
- 19 7. Bloodborne Pathogens
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- 22
- 23
- 24
- 25 8. Hazard Communications
- 26
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- 28
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- 31
- 32
- 33
- 34
- 35
- 36 9. Ergonomics
- 37
- 38
- 39
- 40 10. ~~Personal Protective Equipment~~ PPE
- 41
- 42
- 43
- 44
- 45
- a. Point of contact
  - b. WIPP policies and procedures for:
    - 1. Personally owned software
    - 2. Computer games
    - 3. Passwords/password protection
  - c. Computer virus prevention
- a. Reasons for the Fitness for Duty Program
  - b. General Employee Responsibilities
- a. Types of waste disposed
  - b. Waste Identification
- a. Application of Storm Water Management policy in relation to the general employee
- a. Transmission Identification of Bloodborne Pathogens
  - b. Prevention of Hepatitis B and Human Immunodeficiency Virus
  - c. Actions to take if exposed
- a. Purpose of Material Safety Data Sheets (MSDSs)
  - b. Responsibilities when transferring hazardous materials
  - c. WIPP Hazard Communication ~~Prog.~~ Program
    - 1. Training
    - 2. Container labels
    - 3. Chemical transfers
    - 4. Material Safety Data Sheets
- a. Identification of CTD
  - b. Ways to prevent CTD
  - c. Required actions
- a. Requirements for head protection
  - b. Requirements for hearing conservation
  - c. Requirements for face/eye protection
  - d. Requirements for foot protection

- 1 11. General Safety
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  - 13 12. Conduct of Operations
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- a. Requirements for obeying signs and tags
  - b. Requirements for reporting an occurrence
  - c. Actions for emergency situations
  - d. Resolving employee concerns
  - e. Proper uses of extension cords
  - f. WIPP Circuit Breaker Policy
  - g. Steps to take when responding to fire
  - h. Responsibilities when fighting a fire
  - i. When to use the sign-out board
- a. Goals of In-House Management Program
  - b. Required actions before posting information
  - c. Correcting a written record
  - d. Point of Contact for Records Management

1 **COURSE:** HWW-101 - Hazardous Waste Worker

2  
3 **DURATION:** =24 hours

4  
5 **PREREQUISITES:** None

6  
7 **SCOPE:**

8  
9 **REFRESHER:** HWW-102 Annually

10  
11 **COURSE DESCRIPTION** (by module)

- 12
- 13 1. Course and Regulatory Overview a. OSHA regulations and their  
14 =1 hour applicability to RCRA facilities and  
15 operations  
16 b. RCRA standards for generators  
17 facilities and for Treatment, Storage,  
18 and Disposal Facilities (TSDFs)  
19 c. Department of  
20 Transportation/Environmental  
21 Protection Agency (DOT/EPA)  
22 regulations and applicability to  
23 hazardous waste transportation  
24
- 25 2. Hazard Communications a. Purpose of the Hazard  
26 =1 hour Communication standard (29 CFR  
27 1910.1200)  
28 b. Locations of Material Safety Data  
29 Sheets (MSDSs)  
30 c. Labeling of containers  
31 d. Other resources for information on  
32 hazardous materials/waste including  
33 National Fire Protection Association  
34 (NFPA) 704 hazard warning symbol,  
35 ~~DOT~~ United Nations (UN)  
36 Identification System, DOT  
37 Emergency Response Guidebook,  
38 National Institute of Occupational  
39 Safety and Health (NIOSH) Pocket  
40 Guide to Chemical Hazards. Student  
41 exercises are included in this section  
42 on the use of these references.  
43

- 1 3. Principles of Toxicology  
2 =3 hours  
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22 4. Hazards  
23 =3 hours  
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- a. Dose-response relationship with regard to exposures to hazardous materials
  - b. Immediate and delayed effects (acute and chronic effects)
  - c. Different ways substances enter the human body
  - d. Effects of substances on the human body including target organ effects, systemic effects, carcinogens, and genetic effects
  - e. Exposure limits including Threshold Limit Value (TLV), Permissible Exposure Limit (PEL), Lethal Dose 50% (LD<sub>50</sub>), Lethal Concentration 50%(LC<sub>50</sub>)
  - f. Effects of temperature extremes on the human body including signs and symptom heat stress and cold stress
  - g. Effects of ionizing radiation
- a. Safety and health hazards when conducting hazardous waste operations including fire, explosion, oxygen deficiency, ionizing radiation, biological, electrical, heat and cold stress
  - b. Hazard classification including chemical, physical, mechanical, biological, and radiological
  - c. Airborne hazards including gases, vapors, and particulates
  - d. Properties of materials including corrosivity, pH, flammability, explosivity, (upper and lower explosive limits), specific gravity, vapor density, boiling point, solubility, and reactivity
  - e. Protection from hazards
  - f. Confined space hazards
  - g. Causes and prevention of accidents

- 1 5. ~~Personal Protective Equipment~~ **PPE**  
2 =3 hours  
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26 6. Satellite Accumulation Areas  
27 =2 hours  
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43
- a. Description and examples of ~~Personal Protective Equipment~~ (PPE)
  - b. Factors in the selection of PPE
  - c. Non-radiological and radiological hazards
  - d. Selection process for PPE
  - e. Ways substances enter PPE including permeation, degradation, penetration
  - f. Equipment included in each of the four levels of PPE adopted by the EPA (Levels A, B, C, and D), capabilities and limitations of each level
  - g. PPE inspection
  - h. Job scope planning
  - i. Human factors that limit the use of PPE
  - j. Demonstration on donning and removal of Level D PPE. Students perform a Level D dress out sequence and are evaluated by a Job Performance Measure.
- a. Purpose of hazardous waste satellite accumulation areas (proper accumulation of hazardous waste to protect human health and the environment)
  - b. Key elements of satellite accumulation areas including maintenance of containers, labeling, maximum quantities allowed, and transfers to storage area
  - c. Inspection criteria including aisle space, stacking of containers, closing of containers, labeling requirements, containment structures, housekeeping, warning signs, alarms, fire extinguisher, spill control materials, and ignition sources

- 1 7. Decontamination
- 2 =2 hours
- 3
- 4
- 5
- 6 a. Purpose of decontamination
- 7 (prevent the spreading of
- 8 contamination, prevention of
- 9 exposure to workers, protection of
- 10 the environment)
- 11 b. Causes and prevention of worker
- 12 contamination
- 13 c. Decontamination planning including
- 14 methods for decontaminating
- 15 d. Layout of decontamination stations
- 16 e. Emergency decontamination
- procedures
- All times are approximate and do not reflect time spent on additional topics that arise due to
- class participation, student breaks, class size, and/or practical exercises. (i.e. Job Performance
- Measures)

- 1 **COURSE:** HWW-102 - Hazardous Waste Worker Refresher  
2
- 3 **DURATION:** 8 hours  
4
- 5 **PREREQUISITES:** HWW-101  
6
- 7 **SCOPE:** This course reviews precautions for safe handling and use of a hazardous  
8 material and the management of any hazardous waste generated during ~~the~~  
9 these activities. This is accomplished by reviewing the concepts presented  
10 in HWW-101 and the application to a particular hazardous material by the  
11 use of a ~~Material Safety Data Sheet (MSDS)~~. Also included in this course  
12 is an overview of mixed waste.  
13
- 14 **TYPE:** Classroom and Practical  
15
- 16 **COURSE DESCRIPTION (by lesson)**  
17
- 18 1. Material or Waste Information a. Definition of transuranic (TRU)  
19 =2 hours mixed waste  
20 b. Emergency actions in the event of a  
21 spill or leaking or punctured  
22 container of TRU mixed waste  
23 c. This module describes the  
24 information found in the supplier  
25 information section of a ~~Material~~  
26 ~~Safety Data Sheet (MSDS)~~  
27 d. This information is used in the event  
28 the user of the material needs more  
29 information than what is included in  
30 the particular MSDS  
31 e. Information  
32 1. This module describes the  
33 product's individual  
34 ingredients, relative  
35 concentration, and the  
36 exposure limit for each  
37 ingredient  
38 f. Physical/Chemical Data  
39 1. This module describes the  
40 chemical and physical  
41 properties of the material  
42 including; boiling point,  
43 specific gravity, melting point,  
44 vapor pressure, vapor density,

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3 2. Hazard Data  
4 =2 hours  
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34 3. Safety  
35 =2 hours  
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- evaporation rate, solubility,  
pH, and volatility
- a. This module describes the fire and explosion hazards of the particular material including: flash point, lower explosive limit, upper explosive limit, auto-ignition temperature, NFPA 704M Hazard Classification Rating, fire extinguishing media, special fire fighting procedures, unusual fire and explosion hazards, toxic gases produced, and explosion data
- b. Reactive Data Module
1. This module describes the material's reactivity characteristics including stability, incompatibility, decomposition, and polymerization
- c. Health Hazards Data Module
1. This module describes the different ways the user may be exposed to the material and the adverse effects the material may have on the body including: lethal dose 50% (LD<sub>50</sub>), lethal concentration 50% (LC<sub>50</sub>), target organ effects, carcinogenicity, acute and chronic effects, and emergency first aid procedures
- a. This module describes the precautions for the safe handling of the material including steps to take in the event the material is spilled, waste disposal method (EPA hazardous waste numbers), regulatory requirements ([Superfund Amendments and Reauthorization Act \(SARA\)](#) Title III hazard categories/lists and [Comprehensive Environmental Response and Clean up Liability Act \(CERCLA\)](#))

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Hazardous Substance classification), labeling of containers, protective equipment, and site specific requirements

- b. Control Measures Module
  - 1. This module describes safety control measures to take when using the material including respiratory protection, ventilation requirements, work/hygiene practices and site specific requirements

- c. ~~Personal Protective Equipment~~ **PPE** Module
  - 1. This module describes the purpose of ~~personal protective equipment (PPE)~~, the categories of protection, EPA Levels of Protection (A,B,C,D), PPE material and chemical resistance. In this module the donning and doffing of Level D PPE is demonstrated. The students are given an opportunity to practice and then are evaluated by completion of a Job Performance Measure.

- 4. Demonstration =1 hour
  - a. The effects the hazardous material has on various types of PPE material (degradation, permeation, and penetration effects), other common materials and neutralization effects are demonstrated

All times are approximate and do not reflect additional time spent on topics that arise due to class participation, student breaks, class size, and/or practical exercises. (i.e. Job Performance Measures)

- 1 **COURSE:** HWR-101 - Hazardous Waste Responder  
2  
3 **DURATION:** 20 hours  
4  
5 **PREREQUISITES:** GET-19X/GET-20X  
6 Medical Physical  
7 SAF 630/631- Respiratory Protection  
8 HWW 101 - Hazardous Waste Worker  
9  
10 **SCOPE:** The instructor will present updated information needed for personnel who  
11 respond to hazardous material and/or hazardous waste emergencies at the  
12 WIPP site.  
13  
14 **TYPE:** Classroom and Field Exam  
15  
16 **OBJECTIVE:** Upon completion of this course, the student will be able to respond to  
17 hazardous materials emergencies at the WIPP site  
18  
19 Mastery of the terminal objective will be demonstrated by scoring 80  
20 percent or higher on the post course examination, satisfactory performance  
21 on the job performance measure for donning and doffing ~~Personal~~  
22 ~~Protective Equipment~~ **PPE**, and participate as a team in the final practical.  
23  
24 **REFRESHER:** HWR-101A Annually  
25

## 26 COURSE DESCRIPTION

- 27  
28 1. Regulatory Requirements a. 29 CFR 1910.120  
29 =1 hour  
30  
31 2. Evaluation of Incident a. Physical data  
32 =3 hours 1. color  
33 A. (Types of Information) 2. odor  
34 3. sound  
35 b. Cognitive  
36 c. Technical  
37  
38 B. Dispatch and Initial Response Phase a. Primary focus information  
39 b. Central Monitoring Room (CMR)  
40 information  
41 c. During a response  
42  
43 C. Product Information a. Product identification  
44 b. Primary and secondary hazards  
45

- 1 D. Incident Elements
- 2 a. Spill
- 3 b. Leak
- 4 c. Fire
- 5 E. Incident Priorities
- 6
- 7 3. Response Operations
- 8 =1 hour
- 9 A. Size-up, Strategy, and Tactics
- 10 a. Size-up
- 11 1. Monitoring atmospheric
- 12 conditions near the release
- 13 a. Weather conditions
- 14 b. Organic vapors, gases,
- 15 particulates
- 16 c. Oxygen deficiency
- 17 d. Specific materials
- 18 e. Combustible gases
- 19 f. Inorganic vapors, gases,
- 20 particulates
- 21 g. Radiation
- 22 2. Visual observations
- 23 3. Unusual odors
- 24 4. Off-site samples
- 25 5. Entry team procedures
- 26 a. Monitoring on-site
- 27 ambient air
- 28 b. Types of containers and
- 29 impoundments
- 30 c. Physical condition of
- 31 material
- 32 d. Leaks or discharges
- 33 e. Labels and markings
- 34 6. Additional considerations
- 35 a. Type, condition, and
- 36 behavior of container
- 37 b. Resources and control
- 38 measures
- 39 7. Summary of size-up
- 40 b. Strategy and tactics
- 41 1. Definitions
- 42 2. Strategy
- 43 3. Tactics
- 44 4. Rescue
- 45 5. Prevent container failure
- 6. Containment

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  - 6 B. Incident Command System and
  - 7 Mitigation Plan at the WIPP
  - 8 =1 hour
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  - 20 4. Safety
  - 21 =5 hours
  - 22 A. Responder Protection
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  - 31 B. ~~Personal Protective Equipment~~ **PPE**
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  - 42 C. Donning and Doffing Level A PPE
  - 43
  - 44 D. Job Performance Measures
  - 45
7. Confinement
  8. Remove ignition sources
  9. Extinguish fires
  10. Tactical withdrawal
- a. Key elements required
  - b. Key personnel and functions
    1. Incident commander
    2. Science officer
    3. Safety officer
    4. Records keeper
    5. Medical officer
    6. Resource officer
    7. Operations officer
  - c. Implementing response operations
    1. Organize
    2. Evaluate the situation
    3. Develop a plan of action
- a. Pre-entry evaluation
  - b. Deny entry
  - c. Hydration
  - d. Pre-entry briefing
  - e. Post-exit evaluation
  - f. Support location
  - g. Environmental temperature monitoring
- a. Selection of appropriate PPE
    1. Levels
      - a. Level A
      - b. Level B
      - c. Level C
      - d. Level D
    2. Optional equipment
    3. Manufacturer recommendations/testing
      - a. Gloves
- a. Students will Don and Doff Level A PPE with a partner

- 1
- 2 E. Decontamination
- 3
- 4 F. Emergency Medical Services
- 5
- 6 5. Table-top Drill
- 7 =2 hours
- 8
- 9 6. Course Review
- 10
- 11 7. Written Examination
- 12
- 13 8. Practical
- 14 =5 hours
- 15 a. Objective
- 16 b. Demonstration
- 17 c. Equipment needed
- 18 d. Have students develop Incident
- 19 e. Evaluation

20 All times are approximate and do not reflect time spent on additional topics that arise due to  
21 class participation, student breaks, and/or practical exercises. (i.e. Job Performance Measures)

1 **COURSE:** HWR-101A - Hazardous Waste Responder, Refresher

2

3 **DURATION:** =8 hours

4

5 **PREREQUISITES:** HWR-101

6

7 **OBJECTIVES:** Upon Completion of this course, the student will be able to respond to  
8 hazardous materials emergencies at the WIPP site.

9

10 Mastery of the terminal objective will be demonstrated by satisfactory  
11 performance on the job performance measure for donning and doffing  
12 ~~Personal Protective Equipment (PPE)~~, and successfully participate as a  
13 team in the final practical

14

15 **REFRESHER:** Annually

16

17 **COURSE DESCRIPTION**

18

19

20 1. Review of HWR-101

21 =2 hours

22

23 2. Changes in Regulations, procedures, and polices

24 =2 hours

25

26 3. Lessons Learned

27 =2 hours

28

29 4. Conclusion and Exam

30 =2 hours

31

32 All times are approximate and do not reflect additional time spent on topics that arise from class  
33 participation, student breaks, class size and/or practical exercises (i.e., Job Performance  
34 Measures)

35

- 1 **COURSE:** HWS-101 - Hazardous Waste Worker Supervisor  
2  
3 **DURATION:** =8 hours  
4  
5 **SCOPE:** This course will provide the students with the knowledge necessary to identify  
6 factors affecting individual and corporate liability under applicable hazardous  
7 waste laws and regulations. Students will be able to state the stages of criminal  
8 and civil litigation, identify the types of behavior that leads to criminal  
9 prosecution, and identify appropriate actions to ensure compliance with  
10 applicable hazardous waste operations.  
11  
12 **TYPE:** Classroom  
13  
14 **OBJECTIVES:** Upon completion of this course, the student shall be able to perform  
15 supervisory functions in compliance with policies, procedures, and regulations,  
16 with regard to hazardous waste management.  
17  
18 Mastery of the terminal objective will be demonstrated by scoring 80 percent  
19 or higher on the course examination.  
20

21 **REFRESHER:** HWS 101A annually  
22

23 **COURSE DESCRIPTION** (by lesson)  
24

- 25 1. Liability and Responsibility  
26 =3 hours  
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- a. General requirements
  - b. Definitions and key liability concepts
  - c. Mental element in criminal litigation
  - d. Typical litigation chronology
  - e. Civil and criminal penalties under OSHA
  - f. Criminal penalties under environmental laws
  - g. Federal sentencing guidelines
  - h. Mitigation credit under Federal Sentencing Guidelines
  - i. Who will be defendants
    - 1. Direct involvement
    - 2. Direct supervisory involvement
    - 3. Indirect involvement and Responsible Corporate Officer doctrine
  - j. Representation
  - k. Indemnification
  - l. Scope of employment

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  - 13 2. Health and Safety Program
  - 14 =3 hours
  - 15
  - 16
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  - 26
  - 27 A. Industrial Hygiene
  - 28
  - 29
  - 30
  - 31 B. Spill Containment
  - 32 (Emergency Response)
  - 33
  - 34 C. Site Control
  - 35
  - 36 D. Decontamination
  - 37
  - 38 E. Reporting Requirements
  - 39
  - 40 3. Conclusion =1 hour
  - 41
  - 42
  - 43
  - 44
  - 45
- m. Types of criminal cases being pursued
  - n. Recommended actions
  - o. Illustrative cases
    - 1. Knowledge
    - 2. Sovereignty
    - 3. Multiple prosecutions
    - 4. Pervasiveness of liability
    - 5. Potential for catastrophic corporate consequences
  - p. Conclusions
    - a. Purpose
    - b. Authority
    - c. Supervisor responsibilities
      - 1. Hazard control
      - 2. Hazardous waste management
      - 3. Hazardous materials management
        - a. Training
        - b. Storage and handling
        - c. Labeling containers
        - d. General precautions and practices
    - d. ~~Personal protective equipment~~ PPE
    - e. Exposure limits
    - f. Conversion and comparison of parts per million PPM
    - g. Spill response plan
    - h. Zoning

All times are approximate and do not reflect additional time spent on topics that arise from class participation, student breaks, class size, and/or practical exercises (i.e. Job Performance Measures)

1 **COURSE:** HWS-101A - Hazardous Waste Worker Supervisor-Refresher

2

3 **DURATION:** =8 Hours

4

5 **PREREQUISITES:** HWS-101

6

7 **TYPE:** Classroom

8

9 **OBJECTIVES:** Upon completion of this course, the student will be able to perform  
10 supervisory functions in compliance with policies, procedures, and  
11 regulations with regard to hazardous waste management

12

13 Mastery of the terminal objective will be demonstrated by scoring 80% or  
14 higher on the course examination.

15

16 **REFRESHER:** Annually

17

18 **COURSE DESCRIPTION** (by lesson)

19

20 1. Review of HWS-101 a. Liability and Responsibility  
21 =2 hours b. Health and Safety Program

22

23 2. Changes in regulations, procedures, policies  
24 =2 hours

25

26 3. Lessons Learned  
27 =2 hours

28

29 4. Conclusion and Exam  
30 =1 hour

31

32

33 All times are approximate and do not reflect additional time spent on topics that arise from class  
34 participation, student breaks, class size, and/or practical exercises (i.e. Job Performance  
35 Measures)

- 1 **COURSE:** SAF-630/631 - Respiratory Protection  
2  
3 **DURATION:** =8 hours  
4  
5 **PREREQUISITES:** Medical physical  
6  
7 **TYPE:** Classroom and Practical  
8  
9 **SCOPE:** This program contains the requirements of respiratory protection as  
10 outlined in 29 CFR 1910.134, 10 CFR 20, ANSI, Z88.2-1980 and  
11 applicable WIPP procedures.  
12  
13 **OBJECTIVE:** Upon completion of this course the trainee will demonstrate a knowledge  
14 of the WIPP respiratory protection program; respiratory health hazards;  
15 and types of respiratory protection devices, their proper use and  
16 limitations.  
17  
18 Mastery of the terminal objective will be demonstrated by scoring 80% or  
19 higher on a closed book lesson examination.  
20

21 **COURSE DESCRIPTION** (by lesson)  
22

- 23 1. Introduction  
24 =2 hours  
25 A. Basic Requirements  
26 a. Regulations  
27 b. DOE Orders  
28 c. Industry Standards  
29 d. WIPP Procedures  
30 1. Physical exam  
31 2. Pulmonary test  
32 3. Training  
33 4. Fit Testing  
34 5. Identification of potential  
35 respirator activities  
36 6. Selection of Respirators  
37 7. Respirator usage, storage and  
38 sanitation

- 1 B. Nature, Extent, and Effects of  
2 Respiratory Hazards and the  
3 Need for Protection  
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12  
13 C. Engineering and Administrative  
14 Controls  
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18  
19 2. Use of Respirators at WIPP  
20 =2 hours  
21 A. Selection of Respirators  
22  
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30  
31 B. Air Purifying Respirators  
32  
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36  
37 C. Atmosphere Supplying Respirators  
38  
39  
40 D. Respirator Cleaning/Storage  
41  
42  
43
- a. Human Respiratory System
  - b. Respiratory Hazards
  - c. Contaminants (Identification)
    - 1. Physical Properties
    - 2. Chemical Properties
    - 3. Concentration
    - 4. Warning Properties
    - 5. MSDS
    - 6. Toxicology
      - a. Gases/Vapors
      - b. Particulates
- a. Hazard Control
    - 1. Engineering Controls
    - 2. Administrative Controls
  - b. As low as reasonably achievable (ALARA)
- a. Medical Verification
    - 1. Physical Exam
    - 2. Spirometer Testing
  - b. Training
  - c. Qualitative/Quantitative Fit Testing
  - d. Selection Factors
    - 1. User Acceptance
    - 2. Psychological/Physiological Complications
- a. Operation
  - b. Limitations/Capabilities
    - 1. Particulate Air Filters
    - 2. Chemical Cartridge Respirators
- a. Operation
  - b. Limitations/Capabilities
- a. Cleaning Frequency
  - b. Maintenance
  - c. Storage

- 1 E. Respiratory Emergencies
  - 2
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  - 9 3. Practical Session
  - 10 =2 hours
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- a. Actions for Air Purifying Respirators
  - b. Self Contained Breathing Apparatus (SCBA) Emergency Actions
    - 1. Buddy System
    - 2. Regulator Failure
    - 3. Insufficient Air Flow
    - 4. Hyperventilation
  - a. Half-Facepiece, Air Purifying Regulators
    - 1. Types
    - 2. Mode of Operation
    - 3. Protection Factors
    - 4. Inspection
    - 5. Donning
    - 6. Qualitative Test
    - 7. Cartridge Type
    - 8. Removal
  - b. Full Facepiece, Air Purifying Regulator
    - 1. Types
    - 2. Mode of Operation
    - 3. Protection Factor
    - 4. Inspection
    - 5. Donning
    - 6. Qualitative Test
    - 7. Removal
  - c. Full Facepiece, SCBA
    - 1. Types
    - 2. Mode of Operation
    - 3. Protection Factor
    - 4. Inspection
    - 5. Donning
    - 6. Qualitative Test
    - 7. Removal

All time are approximate and do not reflect time spent on additional topics that arise due to class participation, student breaks, class size, and/or practical exercises. (i.e. Job Performance Measures)

1   **COURSE:**           SAF-515 - Confined Space  
2  
3   **DURATION:**       =12 hours  
4  
5   **PREREQUISITES:** GET-19X/GET-20X initial training  
6                        Medical physical  
7                        SAF-630/631 Respiratory Protection  
8                        Current OPS-08 Qual Card  
9  
10 **SCOPE:**            The instructor will present hazards, ~~personal protective equipment~~ **PPE**  
11                        requirements, emergency action, and compliance with regulatory and  
12                        WIPP procedures involving confined space. Students will learn  
13                        emergency retrieval techniques for removal of personnel from confined  
14                        spaces.  
15  
16                        Students will enter a simulated confined space using ~~Personal Protective~~  
17                        ~~Equipment (PPE)~~  
18  
19 **TYPE:**                Classroom and practical  
20  
21 **OBJECTIVES:**        Upon completion of this course, the student will be able to state the  
22                        requirements for entry into confined spaces, identify hazards which may  
23                        exist, provide proper monitoring of the environmental conditions of  
24                        spaces, and provide proper emergency response actions involving  
25                        employees in distress.  
26  
27                        Mastery of the terminal objective will be demonstrated by scoring 80  
28                        percent or higher on the course examination.  
29  
30 **REFRESHER:**        SAF-515A Annually  
31  
32

- 1    **COURSE:**            SAF-515A - Confined Space  
2  
3    **DURATION:**        4 Hours  
4  
5    **PREREQUISITES:** SAF-515 - Confined Space Initial Training  
6                            SAF-630/631 - Respiratory Protection  
7                            Current OPS-08 Qual Card  
8  
9    **SCOPE:**            The instructor will present hazards, ~~personal protective equipment~~ **PPE**  
10                            requirements, emergency action, and compliance with regulatory and  
11                            WIPP procedures involving confined space. The course will also review  
12                            several confined space fatalities lessons learned.  
13  
14   **TYPE:**                Classroom  
15  
16   **OBJECTIVES:**        Upon completion of this course, the student will be able to describe the  
17                            WIPPs Confined Space Program  
18  
19                            Mastery of the terminal objective will be demonstrated by scoring 80  
20                            percent or higher on the course examination  
21  
22   **REFRESHER:**        Annually

- 1 **COURSE:** RAD-101 - Radiological Worker I  
2  
3 **DURATION:** =16 hours  
4  
5 **PREREQUISITES:** Radiation Manager Approval  
6  
7 **SCOPE:** The instructor will present radiological theory and practical information  
8 necessary to allow unescorted entry into a controlled area, radioactive  
9 materials area, radiological buffer area, and radiation area as required by  
10 the WIPP Radiation Safety Manual.  
11  
12 **TYPE:** Classroom **A**nd Practical  
13  
14 **OBJECTIVES:** Upon completion of this course, the student will have the knowledge to  
15 work safely in areas controlled for radiological purposes.  
16  
17 Mastery of the terminal objective will be demonstrated by scoring 80  
18 percent or higher on the course examination and satisfactory performance  
19 on the practical examination.  
20  
21 Completion of the course meets the training requirements necessary for  
22 Radiological Worker -I (RWT-I).  
23  
24 **REFRESHER:** Retraining every two years with an alternate year refresher.  
25

26 **COURSE DESCRIPTION** (by lesson)  
27

- 28 1. Radiological Fundamentals a. Introduction  
29 =2 hours 1. U.S. Department of Energy  
30 (DOE) Safety Policy  
31 2. Course Overview  
32 3. Radiological Worker (core  
33 academics)  
34 a. Radiological Worker II  
35 (RW II) training  
36 b. Course outline  
37 c. Successful completion  
38 b. Atomic Structure  
39 1. Basic Units of Matter  
40 a. Protons  
41 b. Neutrons  
42 c. Electrons  
43 2. Stable and Unstable atoms  
44 3. Charge of the atom  
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- c. Definitions
  - 1. Ionization
  - 2. Ionizing radiation
  - 3. Non-ionizing radiation
  - 4. Radioactivity
  - 5. Radioactive material
  - 6. Radioactive Contamination
  - 7. Radioactive decay
  - 8. Radioactive half-life
- d. Four Basic Types of Ionizing Radiation
  - 1. ~~A~~Alpha particles
    - a. Physical characteristics
    - b. Range
    - c. Shielding
    - d. Biological hazard
    - e. Sources
  - 2. Beta particles
    - a. Physical characteristics
    - b. Range
    - c. Shielding
    - d. Biological hazard
    - e. Sources
  - 3. Gamma rays/x rays
    - a. Physical characteristics
    - b. Range
    - c. Shielding
    - d. Biological hazard
    - e. Sources
  - 4. Neutron particles
    - a. Physical characteristics
    - b. Range
    - c. Shielding
    - d. Biological hazard
    - e. Sources

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2. Biological Effects  
=1 hour

- e. Units of Measure
  - 1. Radiation
    - a. Roentgen
    - b. RAD (Radiation Absorbed Dose)
    - c. Rem (Roentgen Equivalent Man)
    - d. Radiation dose and dose rate
  - 2. Contamination/Radioactivity
- f. 10 CFR Part 835, "Occupational Radiation Protection"
  - a. Introduction
  - b. Sources of Radiation
    - 1. Natural sources
      - a. Cosmic radiation
      - b. Sources in earth's crust (terrestrial)
      - c. Internal
      - d. Radon
    - 2. Man-made sources
      - a. Medical radiation sources
        - 1. X-rays
        - 2. Diagnosis and therapy
      - b. Atmospheric testing of nuclear weapons
      - c. consumer products
      - d. Industrial uses
  - c. Effects of Radiation on Cells
    - 1. Biological effects
    - 2. Cell sensitivity
    - 3. Possible effects of radiation on cells
      - a. No damage
      - b. Cells repair damage and operate normally
      - c. Cells are damaged and operate abnormally
      - d. Cells die as a result of damage

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3. Radiation Limits  
=1 hour

- d. Acute and Chronic Radiation Dose
  - 1. Acute radiation doses
  - 2. Chronic radiation doses
  - 3. Genetic effects
  - 4. Factors affecting biological damage due to exposure to radiation
    - a. Total dose
    - b. Dose rate
    - c. Types of radiation
    - d. Area of the body which receives a dose
    - e. Cell sensitivity
    - f. Individual sensitivity
- e. Prenatal Radiation Exposure
  - 1. Sensitivity to the unborn
  - 2. Potential effects associated with prenatal exposures
- f. Risks in Perspective
  - 1. Risk from exposures to ionizing radiation
  - 2. Comparison of risks
- g. Summary
  - a. Basis and Purposes for Radiation Dose Limits and Administrative Control levels for radiological workers
    - 1. Bases for DOE dose limits
    - 2. WIPP administrative control levels
  - b. Dose Limits and Administrative Control Levels
    - 1. Whole body Control Levels
      - a. Definition
      - b. Limit and control levels
    - 2. Extremities
      - a. Definition
      - b. Limit and control levels
    - 3. Skin and other organs
      - a. Definition
      - b. Limit and control levels
    - 4. Lens of the eye
      - a. Definition
      - b. Limit and control levels

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4. ALARA Program  
=1 hour

- 5. Declared pregnant worker:  
Embryo/fetus
  - a. DOE policy
  - b. DOE limit
  - c. Site policy
  - d. WIPP administrative control level
- 6. Visitors and public
- c. Worker Responsibilities Regarding Dose Limits
- d. Summary
  - a. ALARA Program
    - 1. ALARA Concept
    - 2. DOE Management Policy for the ALARA program
    - 3. Site policy
  - b. Responsibilities for the ALARA
    - 1. Management Program
    - 2. Radiological control organization
    - 3. Radiological workers
  - c. External and internal radiation
    - 1. Basic protective measures used to Dose Reduction reduce external doses
      - a. Time
      - b. Distance
      - c. Shielding
    - 2. Additional methods to reduce dose
    - 3. Lessons learned
  - d. Internal Radiation Dose Reduction
    - 1. Pathways
      - a. Inhalation
      - b. Ingestion
      - c. Absorption through the skin
      - d. Absorption through wounds
    - 2. Methods to reduce internal radiation dose

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  - 14 5. Personnel Monitoring Programs
  - 15 =1 hour
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  - 24
  - 25 6. Radiological Postings and Controls
  - 26 =2 hours
  - 27
  - 28
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  - 32
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- e. Radioactive Waste Minimization
    1. Methods to minimize radioactive waste
    2. Separate radioactive waste from nonradioactive waste
    3. Separate compactable material from noncompactable material
    4. Minimize the amount of waste generated
    5. Use good housekeeping techniques
  - f. Summary
    - a. External Dosimetry
      1. Thermoluminescent dosimeters  
**(TLD)**
      2. Direct reading dosimeters
      3. Alarming dosimeters
      4. Worker responsibility for external dosimetry
    - b. External Monitoring
    - c. Worker Dose Records
    - d. Summary
      - a. Radiological Work Permits
        1. Use
        2. Types
          - a. General radiological work permit
          - b. Job specific radiological work permit
        3. Information to be included on the permit
        4. Worker responsibilities

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- b. Radiological postings
  - 1. Uses
  - 2. Requirements
  - 3. Responsibilities of the worker associated with postings, signs, and labels
  - 4. Consequences of disregarding radiological postings, signs, and labels
  - 5. Requirements for entry, exit, and area working in radiologically posted areas
- c. Radiological areas
  - 1. Radiological buffer areas
    - RBAs**
    - a. Posting requirements
    - b. Minimum requirements for unescorted entry
    - c. Requirements for working in RBAs
    - d. Requirements for exit
  - 2. Radiation areas
    - a. Posting requirements
    - b. Minimum requirements for unescorted entry
    - c. Requirements for working in area
    - d. Requirements for exit
  - 3. Contamination areas
    - a. Posting requirements
    - b. Require special training
  - 4. High contamination areas
    - a. Posting requirements
    - b. Require special training
  - 5. Airborne radioactivity areas
    - a. Posting requirements
    - b. Require special training
  - 6. Radioactive materials areas
    - a. Posting requirements
    - b. Minimum requirements for unescorted entry
    - c. Requirements for working in area
    - d. Requirements for exit

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  - 19 6. Radiological Emergencies
  - 20 =1 hour
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  - 30 7. High/very High Radiation Area Training
  - 31 =1 hour
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7. Fixed contamination area
    - a. Posting requirements
    - b. Contact radiological control for entry requirements
  8. Soil contamination area
    - a. Posting requirements
    - b. contact radiological control for entry requirements
  9. Underground radioactive materials area
    - a. Posting requirements
    - b. General requirements
  10. Hot spots
    - a. Posting requirements
  - d. Summary
    - a. Emergency alarms and responses
      1. Area radiation monitors (ARMs)
      2. Continuous Airborne Monitors (CAMs)
    - b. Disregard for radiological alarms
    - c. Radiological emergency situations
    - d. Considerations in Rescue and Recovery Operations
    - e. Summary
  - a. Definitions
    1. High radiation area
    2. Very high radiation area
  - b. Signs and postings
  - c. General entry, work, exit
    1. Entry requirements
    2. Working requirements
    3. Exit requirements
  - d. Access controls
    1. Administrative controls
    2. Physical controls
    3. Consequences for violating radiological signs or postings or bypassing physical access controls

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- e. Response to area radiation alarms and unusual conditions
  - f. Considerations in Rescue and Recovery Operations
  - g. Summary
8. Written Examination and Review  
=1 hour
9. Job Performance Measures (JPM) Review and JPM Evaluations  
=4 hours

All times are approximate and do not reflect time spent on additional topics that arise from class participation, student breaks, class size and/or practical exercises. (i.e. Job Performance Measures)

- 1 **COURSE:** RAD-201 - Radiological Worker II  
2
- 3 **DURATION:** =8 hours  
4
- 5 **PREREQUISITES:** Radiation Manager Approval  
6
- 7 **SCOPE:** The instructor will present an intensive course intended for the  
8 radiological workers whose job assignments involve unescorted entry to  
9 high and very high radiation areas, contamination areas, high  
10 contamination areas, and airborne activity areas.  
11
- 12 **TYPE:** Classroom ~~And~~ and Practical  
13
- 14 **OBJECTIVES:** Demonstrate the ability to work safely in radiologically controlled areas,  
15 use ALARA techniques in accordance with WIPP radiation protection  
16 procedures  
17
- 18 Mastery of the terminal objective will be demonstrated by scoring 80  
19 percent or higher on the course examination and satisfactory performance  
20 on the practical examination  
21
- 22 **REFRESHER:** Retraining every two years with an alternate year refresher  
23
- 24 **COURSE DESCRIPTION** (by lesson)  
25
- 26 1. Radioactive Contamination a. Plutonium  
27 =3 hours b. Comparison of ionizing radiation  
28 1. Ionizing radiation and  
29 radioactive contamination  
30 2. Radioactive contamination  
31 3. Radiation is energy,  
32 contamination is material  
33 c. Types of contamination  
34 d. Sources of radioactive contamination  
35 1. Sources  
36 2. Indicators of possible area  
37 contamination  
38 3. Employee response to a spill  
39 e. Contamination control methods  
40 1. Preventable methods  
41 2. Engineering control methods  
42 3. Personal protective measures  
43 a. Protective clothing

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  - 35 2. Practical Examination and review
  - 36 =1 hour
  - 37
  - 38 3. JPM Review and JPM Evaluations
  - 39 =4 hours
  - 40
  - 41
  - 42
  - 43
  - 44
- f. Contamination monitoring equipment
    1. Purpose
    2. Types and uses
    3. Frisking
  - g. Decontamination
    1. Personnel decontamination
    2. Material decontamination
      - a. General considerations
      - b. Methods available
      - c. Techniques
  - h. Contamination control requirements
    1. Posting requirements
    2. Requirements for entering
    3. Donning double protective clothing PC's
    4. Exit requirements
    5. Method for removing items from contamination areas
  - i. Unusual events involving radioactive materials
    1. Unusual events
    2. Use of the incident command system
    3. Actions of emergency responders
    4. Response techniques
  - j. Identification of radiation hazards
    1. Placards
    2. Labels
    3. Shipping papers
  - k. Field operation protocol for radiation accidents

All times are approximate and do not reflect additional time spent on topics that arise from class participation, student breaks, class size, and/or practical exercises. (i.e. Job Performance Measures)

- 1    **COURSE:**               TRG-293/298 - Subject Matter Expert and On-the-Job Training  
2
- 3    **DURATION:**            =4 hours  
4
- 5    **PREREQUISITES:**    Manager Approval  
6
- 7    **TYPE:**                 Classroom  
8
- 9    **SCOPE:**               The instructor will provide the training skills and knowledge necessary  
10                               to perform the role of subject matter expert (**SME**)/on-the-job trainer  
11                               (**OJT**).  
12
- 13   **OBJECTIVE:**           Upon completion of this course the student will be able to perform the  
14                               instructional duties of a Level I Instructor (**SME/OJT** trainer) In  
15                               compliance with WIPP training policies.  
16
- 17                               Mastery of the terminal objective will be demonstrated by scoring 80  
18                               percent or higher on the course examination.  
19
- 20   **REFRESHER:**           Every Two Years  
21
- 22   **COURSE DESCRIPTION** (by lesson)  
23
- 24   1.    Requirements for Qualification                               a.    Qualification card  
25        =.5 hour    b.    Designation letter to training  
26   c.    Training course  
27   d.    SME Qualification Board  
28   e.    Arranging the SME Board  
29   f.    Conduct of the Board  
30   g.    Maintaining qualification  
31   h.    Lapses in qualification  
32
- 33   2.    Role of the Level I Instructor                               a.    Conduct formal OJT  
34        =1 hour    b.    Develop/revise qualification cards  
35   c.    Maintaining files related to area of  
36   expertise  
37   d.    Limitations of Level I Instructors  
38

- 1 3. On-The-Job (OJT) Training
  - 2 =1 hour
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  - 15 4. Qualification Cards
  - 16 =1 hour
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  - 21
  - 22 5. Qualification Guide
  - 23 =.5
  - 24
  - 25
- a. Definition
  - b. Formal training vs. informal training
  - c. Process for OJT
    - 1. Introduction phase
    - 2. Explanation phase
    - 3. Knowledge evaluation phase
    - 4. Demonstration phase
    - 5. Practice phase
    - 6. Practical evaluation phase
    - 7. Rules
  - d. Trainee failures or slow learners
  - e. Good OJT practices
  - f. Common OJT instructor errors
- a. Purpose
  - b. Elements
  - c. Writing competency statements
  - d. Selecting competency statements for requalification
  - e. Reviewing qualification cards

26 All times are approximate and do not reflect additional time spent on topics that arise from class  
27 participation, student breaks, class size, and/or practical exercises. (i.e. Job Performance  
28 Measures)  
29

- 1 **COURSE:** TRG-300 - Classroom Instructor - Level II  
2  
3 **DURATION:** =40 hours  
4  
5 **PREREQUISITES:** Manager's approval  
6  
7 **SCOPE:** The Instructor will present the student with the information and skills  
8 necessary to develop and ~~perform~~ perform classroom instruction based on  
9 DOE guideline "Good Practice For Training And Qualification of  
10 Instructors" DOE-HDBK-1001-96.  
11  
12 **TYPE:** Classroom and Practical  
13  
14 **OBJECTIVES:** Upon completion of this course the student will be able to develop,  
15 conduct, and document formal classroom training in compliance with  
16 current WIPP training policies.  
17  
18 Mastery of the terminal objective will be demonstrated by satisfactory  
19 performance on all practical sessions and maintaining 80 percent or higher  
20 for an overall course Average. No score less than 70 percent may be  
21 scored on any daily examination.  
22  
23 **REFRESHER:** TRG-292 Every six months

24  
25 **COURSE DESCRIPTION** (by lesson)  
26

- 27 1. Introduction a. Course title  
28 =1 hour b. Course terminal objective  
29 1. Part I  
30 2. Part II  
31 c. Course topics  
32 1. Qualities of a competent  
33 instructor  
34 2. Adult learning principles  
35 3. Performance Based Training  
36 (PBT)  
37 4. Training settings  
38 5. Learning objectives  
39 6. Test development  
40 7. Development of lesson plans  
41 8. Use of instructional aids  
42 9. Presentation and facilitation  
43 skills  
44 10. Effective questioning  
45 techniques

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  - 14 2. Competencies of a Competent Instructor
  - 15 =1 hour
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  - 30 3. Adult Learning Principles
  - 31 =2 hours
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11. Behavioral problems
  12. Demonstration method
  13. Evaluations
  14. Administration
  15. Final practical examination
    - a. Subject choices
    - b. Time limit
    - c. Requirements in the lecture
    - d. Evaluation method
    - e. Video taped
  - d. Summary
    - a. Motivator
    - b. Role of the Instructor
    - c. Role of the Level II Instructor
      1. Develop instructional materials
      2. Conduct formal classroom instruction in their technical area
      3. Administer examinations
      4. Document formal training
    - d. Reasons for Qualified Instructors
    - e. Categories of Instructor Qualities
    - f. Qualities of competent instructor
    - g. Common pitfalls to an instructor's success
    - h. Summary
  - a. Motivator
  - b. Learning defined
    1. Learning based on experience
    2. Learning as an experience retained by the learner and produces a measurable change in behavior
    3. How change can occur
    4. Categories of learning
  - c. Learning style
  - d. Instructor learning principles
    1. Learning principles and information processing
    2. Learning principle equals motivation

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4. Overview of PBT/Training Accreditation Program (TAP)  
=1 hour

3. Learning principle equals digestible chunks
4. Learning principle equals experience
5. Learning principle equals attention
6. Learning principle equals reinforcement
7. Learning principle equals retention
8. Learning principle equals retrieval
9. Learning principle equals transfer
10. Summarize concepts
- e. Adults as Learners
  1. Four adult learning principles
  2. Concept of the learner
  3. Role of experience
  4. Readiness to learn
  5. Orientation to learning
  6. Internal summary
- f. Barriers to learning in adults
  1. Physical barriers
  2. Emotional barriers
  3. Intellectual barriers
  4. Learning style barriers
- g. Summary
  - a. Motivator
  - b. Performance Based Training
    1. Definition
  - c. Five Phases of PBT System
    1. Analysis
    2. Design
    3. Development
    4. Implementation
    5. Evaluation
  - d. Reasons for using the PBT process
  - e. Definitions of five phases
    1. Analysis
      - a. Purpose
      - b. Process/products
        1. Job analysis
        2. Task analysis

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  - 17 5. Methods of Instruction
  - 18 =1 hour
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  - 38 6. Development of Learning Objectives
  - 39 =1 hour
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2. Design
    - a. Purpose
    - b. Process/products
  3. Development
    - a. Purpose
    - b. Process/products
  4. Implementation
    - a. Purpose
    - b. Process/products
  5. Evaluation
    - a. Purpose
    - b. Process/products
  - f. DOE Order
    1. DOE Order 5480.18
  - h. Summary
    - a. Motivator
    - b. Training sessions
      1. Definition
      2. Training sessions common to DOE
      3. Classroom setting
      4. On-the-Job
      5. Laboratory setting
      6. Self-paced instruction setting
      7. Simulator setting
    - c. Setting selection criteria
      1. Setting criteria
    - d. Training methods
      1. Lecture
      2. Discussion
      3. Role-play
      4. Self-study
      5. Walk-through
      6. Case study
    - e. Summary
      - a. Motivator
      - b. Definition of learning objective
        1. Definition
        2. Why write objectives
        3. When to write objectives
        4. Basic assumptions

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7. Methods of Testing  
=2 hours

- c. Component parts of learning objectives
  - 1. Action statement
  - 2. Conditions
  - 3. Standard
  - 4. Implied conditions and standards
- d. Definition of Terminal Objective
  - 1. Definition
  - 2. First sentence
  - 3. Second sentence
- e. Source of Information for Terminal Objectives
- f. Definition of Enabling Objective
  - 1. Definition
- g. Information source for enabling objectives
- h. Exercise
  - 1. Terminal objective
  - 2. Enabling objective
- i. Summary
- a. Motivator
- b. Purpose of testing
  - 1. Purpose of testing
  - 2. Selection and placement
  - 3. Feedback to trainers and trainees
  - 4. Motivation
  - 5. Improvement to training programs
- c. When are tests developed?
  - 1. Analysis phase
  - 2. Design phase
    - a. Training settings
    - b. Learning objectives
    - c. Entry-level skills
    - d. Design
    - e. Written tests
    - f. Oral tests
  - 3. Development phase
  - 4. Implementation phase
  - 5. Evaluation phase

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8. Developing Lesson Plans  
=2 hours

- d. Guidelines for question development
  - 1. Approved test question formats at the WIPP
    - a. True/false
    - b. Multiple choice
    - c. Matching
    - d. Completion/short answer
    - e. Draw/label
  - 2. General guidelines
  - 3. True/false format
  - 4. Multiple choice
  - 5. Matching
  - 6. Completion/short answer
  - 7. Draw/label
- e. Approved examination format
  - 1. Two items per objective
  - 2. Meet the intent of the objective
  - 3. Use acceptable format
- f. Examination format
  - 1. Version vs. multiple exam
  - 2. Required formats
  - 3. Approval
- g. Control of examinations
  - 1. Examination preparation
  - 2. Administering the examination
  - 3. Grading examination
- h. Examination failure
- i. Summary
  - a. Motivator
  - b. Function of a Lesson Plan
    - 1. Defined as TAP
    - 2. Accomplish objective
    - 3. Promote consistency
    - 4. Serve as guide
  - c. Elements of Lesson Plan format
    - 1. Cover page
    - 2. Instructor pages

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9. Development of Instructional Aids  
=2 hours

- d. Definition of “Introduction”
  - 1. Goal of introduction
  - 2. Preliminaries
    - a. Instructor name and background
    - b. Lesson title
    - c. Trainee comfort
    - d. Solicit participation for questions and comments
  - 3. Learning objectives
  - 4. Overview
- e. Development of the Body
  - 1. Outline content
  - 2. Topics sequence
  - 3. Detail of content
- f. Definition of Summary
- g. Summary
  - a. Motivator
  - b. Definition of instructional aid
  - c. Purpose of instructional aids
  - d. General guidelines for instructional aids
    - 1. Design and development guidelines
    - 2. Utilization guidelines
  - e. Guidelines for the use of visual aids
  - f. Writing boards (white and chalk)
    - 1. Introduction
    - 2. Development tips
    - 3. Utilization tips
  - g. Flip charts
    - 1. Introduction
    - 2. Development tips
    - 3. Utilization tips
  - h. Overhead transparencies
    - 1. Introduction
    - 2. Development tips
    - 3. Utilization tips
  - i. Handout materials and study guides/workbooks
    - 1. Introduction
    - 2. Purpose
    - 3. Development tips
    - 4. Utilization tips

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14 10. Use of Presentation and Facilitation Skills  
15 =2 hours  
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30 11. Effective Questioning Techniques  
31 =2 hours  
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- j. Videos/films
    - 1. Introduction
    - 2. Development tips
    - 3. Introduce video
    - 4. Utilization tips
  - k. Training aids
    - 1. Transition
    - 2. Types of training aids
    - 3. Purpose
  - l. Consideration for selecting training aids
  - m. Summary
    - a. Motivator
    - b. Understanding speaking fears
    - c. Presentation skills
      - 1. Personal space
      - 2. Body movements/ gestures/eye contact/voice
      - 3. Exercise
    - d. Communications model
    - e. Facilitation skills
      - 1. Transition
      - 2. Attending skills
      - 3. Observing skills
        - a. Exercise
      - 4. Listening skills
    - f. Summary
      - a. Motivator
        - 1. Why trainers do not ask questions
          - a. Control
          - b. Time
          - c. Discomfort for self and trainees
          - d. Other
      - b. Advantages of questioning
      - c. Characteristics of effective questions
      - d. Difference between comprehension and interaction questions

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12. Handling Behavioral Problems  
=1 hour

- e. Types of questions
  - 1. Overhead question
  - 2. Rhetorical question
  - 3. Direct question
  - 4. Relay questions
  - 5. Reverse question
  - 6. Pointed question
  - 7. Offensive question
- f. Asking questions
- g. Responding to answers
- h. Summary
  - a. Motivator
  - b. Characteristics of behavioral problems
    - 1. Argumentative
    - 2. Belligerent
    - 3. Bored
    - 4. Chronic questioner
    - 5. Clown
    - 6. Late to class
    - 7. Monopolizer
    - 8. Preoccupied
    - 9. Shy
    - 10. Slow learner
    - 11. Superior learner
    - 12. Exercise
  - c. Guidelines for determining
    - 1. Determining need a personal conference
  - d. Guidelines for personal conference
    - 1. Planning the conference
      - a. State the problem
      - b. Describe your reaction to the problem
      - c. Ask for the trainee view of the situation
      - d. Ask the trainee for recommendations
      - e. Present your alternatives
      - f. Select the best solution from alternatives and develop an action plan
      - g. Set specific follow up review dates

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9 13. Use of Demonstration Methods  
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31 14. Purpose of Evaluations  
32 =1 hour  
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- 2. Physical arrangement for the conference
  - 3. Conducting the conference
  - 4. Strategies for active listening
  - e. Methods for correcting behavioral problems
  - f. Summary
    - a. Motivator
    - b. Purpose of the demonstration method
    - c. Effective areas of demonstration method
      - 1. Concepts
      - 2. Manipulative skills
      - 3. Attitudes
      - 4. Practice
    - d. Training aids
    - e. Advantages and disadvantages
      - 1. Advantages
      - 2. Disadvantages
    - f. Preparing for the lesson
    - g. Steps in the demonstration method
      - 1. Introduction
      - 2. Presentation
      - 3. Practice
      - 4. Summary
    - h. Actual presentation
    - i. Exercise
    - j. Summary
      - a. Motivator
      - b. Definition of evaluation
      - c. Purposes of evaluation
      - d. Sections of evaluation process
      - e. Evaluations performed
        - 1. Trainee questionnaire
        - 2. Post training survey (trainee)
        - 3. Post training survey (supervisor)
        - 4. Annual instructor observation form
      - f. Results of the evaluation
      - g. Summary

- 1 15. Training Administration  
2 =1 hour  
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23 16. Final Practical  
24 =6 hours  
25  
26 17. Examinations  
27 =2 hours  
28  
29 18. Work Time  
30 =8 hours  
31  
32
- a. Motivator
  - b. Course package
    - 1. Lesson plan
    - 2. Exam, quizzes, and JPMs
    - 3. Trainee handouts
    - 4. Overheads
    - 5. Approval
      - a. Training records
      - b. Cognizant manager
      - c. Training manager
      - d. Material given back to instructor
  - c. Course preparation
    - 1. Lesson plan
    - 2. Exams and quizzes
    - 3. Trainee handouts
    - 4. Overheads
    - 5. Paperwork
  - d. Training attendance sheet
  - e. Post class activities
  - f. Summary

33 All times are approximate and do not reflect additional time spent on topics that arise from class  
34 participation, student breaks, class size, and/or practical exercises. (i.e. Job Performance  
35 Measures)  
36

- 1 **COURSE:** MED-101 - First Aid and CPR  
2  
3 **DURATION:** 12 hours  
4  
5 **PREREQUISITES:** None  
6  
7 **SCOPE:** The instructor will provide Cardio Pulmonary Resuscitation (CPR)  
8 training including one-rescuer CPR, the Heimlich maneuver, and first aid  
9 techniques.  
10  
11 **TYPE:** Classroom and CPR Practical  
12  
13 **OBJECTIVES:** Upon completion of this course, the student will be able to administer  
14 basic first aid and one-rescuer CPR in accordance with the national safety  
15 council. Identify heart disease factors, signs, and symptoms of a heart  
16 attack and perform one-rescuer CPR and the Heimlich maneuver.  
17  
18 Mastery of the terminal objective will be demonstrated by scoring 80  
19 percent or higher on the course examination and satisfactory performance  
20 on the practical examination.  
21  
22 **REFRESHER:** MED 101A Annually  
23  
24

25 **COURSE DESCRIPTION** (by lesson)  
26

- 27 1. Definitions and Legal Aspects a. Duty to act  
28 =1 hour b. Consent for treatment  
29 c. Abandonment  
30 d. Good Samaritan law  
31 e. Confidentiality  
32  
33 2. Assessment a. Purpose  
34 =1 hour b. Systematic approach considerations  
35 c. Parts  
36 d. Scene assessment  
37 e. Primary survey  
38 f. Secondary survey  
39

- 1 3. ~~Cardiopulmonary Resuscitation (CPR)~~  
2 =1 hour  
3  
4  
5  
6  
7  
8  
9  
10  
11 Treatment of Various Conditions  
12 =4 hours  
13  
14 4. Shock  
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18 5. Bleeding  
19  
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21  
22  
23  
24  
25 6. Head Injury  
26  
27  
28  
29  
30  
31 7. Burns  
32  
33  
34  
35 9. Heat Related Injuries/Illnesses  
36  
37  
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42  
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44
- a. Anatomy of cardiovascular system
  - b. Physiology of the heart
  - c. Anatomy of the respiratory system
    - 1. Upper airway
    - 2. Lower airway
    - 3. Alveoli
    - 4. Pulmonary arteries, veins, capillaries
  - d. Physiology of the respiratory system
  - e. Heart disease
- a. Hypovolemic shock
  - b. Fainting
  - c. Anaphylactic shock
- a. Types
  - b. Control
  - c. Treatment
  - d. Acquired Immunodeficiency Syndrome AIDS and Hepatitis B Virus HBV
- a. General information
  - b. Scalp lacerations
  - c. Skull fractures
  - d. Spinal injuries
    - 1. Treatment
- a. Classifications
  - b. Causes
  - c. Treatment
- a. Types
    - 1. Heat cramps
      - a. Treatment
    - 2. Heat exhaustion
      - a. Signs and symptoms
      - b. Treatment
    - 3. Heat stroke
      - a. Signs and symptoms
      - b. Treatment

- 1 10. Bone and Joint Injuries
  - 2 a. General information
  - 3 b. Signs and symptoms
  - 4 c. Treatment
- 5 11. Summary
- 6 12. Written examination
- 7
- 8 13. Practical
- 9 =3 hours

10  
11 All times are approximate and do not reflect additional time spent on topics that arise from class  
12 participation, student breaks, class size, and/or practical exercises. (i.e. Job Performance  
13 Measures)  
14

1    **COURSE:**            MED-101A - First Aid and CPR Refresher  
2  
3    **DURATION:**        =8 Hours  
4  
5    **PREREQUISITES:** MED-101  
6  
7    **SCOPE:**            The instructor will provide refresher training Basic CPR (one-rescuer) and  
8                            basic first aid techniques  
9  
10   **TYPE:**             Classroom and practical  
11  
12   **OBJECTIVES:**      Upon completion of this course, the student will able to administer basic  
13                            first aid and one-rescuer CPR  
14  
15                            Mastery of the terminal objective will be demonstrated by scoring 80  
16                            percent or higher on the course examination and satisfactory performance  
17                            on the practical examination  
18  
19   **REFRESHER:**        Annually

- 1 **COURSE:** HMT-102 - Hazardous Materials and Waste Transportation  
2
- 3 **DURATION:** =16 Hours  
4
- 5 **PREREQUISITES:** Manager approval and/or assignment to transportation duties in  
6 accordance with 49 CFR  
7
- 8 **SCOPE:** Instruction meeting 49 CFR 172 Subpart H provided in a modular format.  
9 This course covers: awareness, the hazards material table, packaging,  
10 marking, labeling, placarding, material separation and segregation, special  
11 or unique transportation moves, safety, and site specific transportation  
12 issues.  
13
- 14 **TYPE:** Classroom lecture including exercises to enhance trainee learning and  
15 retention  
16
- 17 **OBJECTIVES:** Upon completion of the course, the trainee will be able to define, locate,  
18 apply and maintain compliance with the DOT regulations involving the  
19 transportation and/or offering for transportation of a hazardous material or  
20 waste.  
21
- 22 Mastery of this objective will be demonstrated by scoring a minimum of  
23 80 percent on the course examinations using “approved course” reference  
24 material.  
25
- 26 **REFRESHER:** Biennially  
27
- 28 **COURSE DESCRIPTION** (by lesson)  
29
- 30 1. Awareness/familiarization a. Introduction  
31 =1 hour 1. Instructor  
32 2. Lesson  
33 3. Course content  
34 4. Lesson objectives  
35 b. Lesson materials  
36 1. ~~Department of Transportation~~  
37 (DOT) Regulations  
38 a. Brief history  
39 b. Purpose  
40 c. Scope  
41 d. Terminology  
42 e. Application of  
43 regulations

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  - 34
  - 35 2. The Hazardous Materials Table
  - 36 =3 hours
  - 37
  - 38
  - 39
  - 40
  - 41
  - 42
2. Training programs
    - a. Module assignments
      1. Basic modules
      2. Additional modules
    - c. Training program objectives
    - d. Training requirements
    - e. General transportation responsibility
    - f. General transportation liability
    - g. Potential exposures
      1. Number of shipments
      2. Events leading to exposures
      3. Causes for events
    - h. Compliance mandate
      1. Regulator responsibility
      2. Penalties
      3. Trends
    - i. DOE guidance
      1. DOE Orders
      2. Interaction of DOE Orders and Federal Regulations
    - j. Enforcement
    - k. Application of DOT Regulations at DOE facility
    - l. Introduction to Title 49 CFR
      1. Overview transportation regulations
      2. Navigating within the code book
    - m. Shippers acronym
    - n. Standardized DOT communications
    - o. Summary
    - p. Review
    - q. Questions and answer
  - a. Introduction
  - b. Lesson body
    1. Lesson objectives
  - c. Shipper's Star
  - d. Definition
    1. Hazardous material
    2. Hazardous waste
    3. Hazardous substance

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3. Packaging  
=1.5 hours

4. Marking  
=1.5 hours

- e. Hazard classes
  - 1. Nine 9 classes
  - 2. Special cases
  - 3. Class system
  - 4. Identification
  - 5. Shipper's responsibility
  - 6. Material identification
- f. The Hazardous Materials Table
  - 1. 10 columns
  - 2. Navigating the hazardous materials table
- g. Summary
- h. Review
- i. Questions and answers
- a. Introduction
  - 1. Lesson
- b. Lesson body
  - 1. Lesson objectives
- c. Terminology
  - 1. Packaging vs. package
    - a. Packaging
    - b. Package
- d. Identifying packaging by code
  - 1. Recognition types
  - 2. Code interpretation for UN packaging
    - a. Packaging type
    - b. Packaging group
- e. Limited quantity packing exemptions
  - 1. Describe "Limited Quantity"
  - 2. General criteria
- f. Package Acceptance Criteria
  - 1. Acceptable packaging
  - 2. Unacceptable packaging
- g. Summary
- h. Review
- i. Questions and answers
- a. Introduction
- b. Lesson body
  - 1. Lesson objectives
  - 2. Purpose

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5. Labeling  
=1.5 hours

3. Material identification
  - a. The proper shipping name PSN
  - b. UN/Uniform Act UA number
  - c. Shipments containing multiple materials
4. Physical markings
  - a. Location
  - b. Marking format
  - c. Poison Inhalation Hazard PIH
  - d. Arrows
  - e. Reportable quantities
  - f. Consignor/consignee information
5. Exemptions
  - c. Summary
  - d. Review
  - e. Questions and answers
- a. Introduction
- b. Lesson body
  1. Lesson objective
  2. Purpose
  3. Label selection
    - a. Hazardous Materials Table (HMT) table
  4. General placement of labeling
  5. Primary vs. secondary labeling
    - a. Primary label
    - b. Secondary
  6. Specific labeling requirements
    - a. Gas cylinders
    - b. Alternative labeling
  7. Mixed shipment in one package
    - a. Special requirements
  8. Combination package in one
    - a. Special requirements of outer package
- c. Summary
- d. Review
- e. Questions and answers

- 1 6. Shipping Papers  
2 =1.5 hours  
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28 7. Placarding  
29 =1.5 hours  
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- a. Introduction
    - 1. Lesson
  - b. Lesson body
    - 1. Lesson objectives
  - c. Types of shipping documents
    - 1. Standard bill of lading
    - 2. Waste manifest
  - d. Basic components of a proper shipping paper
  - e. Specific shipping paper
    - 1. Shipper information
    - 2. Quantity of packages
    - 3. Hazardous materials
    - 4. Quantity of material
    - 5. Emergency response information
    - 6. Certification statement signature
  - f. Shipping paper format
  - g. Additional information
    - 1. Hazardous and non-hazardous shipping paper
  - h. Emergency information
  - i. Summary
  - j. Review
  - k. Questions and answers
- a. Introduction
  - b. Lesson material
  - c. Lesson objectives
  - d. Purpose
    - 1. Hazardous material identification
    - 2. Materials with certain exemptions
  - e. Application
    - 1. Placards should not be used
    - 2. Selection criteria
      - a. Table application
      - b. Aggregate gross weight
    - 3. Authorized placards
      - a. Displaying requirements
      - b. Placard identification
  - f. Shipper's requirements

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  - 18 8. Separation and Segregation
  - 19 =1 hour
  - 20
  - 21
  - 22
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  - 25
  - 26
  - 27
  - 28 9. Special and Unique Moves
  - 29 =1 hour
  - 30
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- g. Other placards
    - 1. Explosives
    - 2. Residue
    - 3. Spontaneously combustible
    - 4. Organic peroxide
    - 5. Harmful
    - 6. Class 9
  - h. Displaying of subsidiary placards
    - 1. Criteria
  - j. Displaying placards
    - 1. Single trailer or bobtail type truck
    - 2. Multiple trailers
  - k. Summary
  - l. Review
  - m. Questions and answers
    - a. Introduction
    - b. Lesson material
      - 1. Lesson objectives
      - 2. Purpose
    - c. The table
      - 1. Layout
      - 2. Symbols
    - d. Summary
    - e. Review
    - f. Questions and answers
  - a. Introduction
  - b. Lesson material
    - 1. Lesson objectives
    - 2. Terminology
      - a. Empty
      - b. Residue
  - c. Treatment of “empty” shipments
  - d. Overpack and salvage drums
    - 1. Overpack drums
      - a. Intended use
      - b. Use requirements
    - 2. Salvage drums
      - a. Intended use
      - b. Package requirements
  - e. Shipment of samples
    - 1. Material identification
    - 2. Unknown material
  - f. Summary

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4 10. Safety  
5 =1 hour  
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34 11. Site Specific Transportation  
35 =1 hour  
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- g. Review
  - h. Questions and answers
  - a. Introduction
  - b. Lesson material
    - 1. Lesson objectives
    - 2. Emergency response information
      - a. Transportation
      - b. Resources
  - c. Emergency Response Guide
    - 1. Purpose
    - 2. Emergency Response Guidebook layout and overview
  - d. Using the emergency
    - 1. Locate chemical identity in Response Guidebook
    - 2. Review concerns and response recommendations
  - e. Potential risk and actions
    - 1. Risk
    - 2. Actions
  - f. Response principles
    - 1. “Never”
    - 2. Consider
  - g. Documentation
    - 1. DOT Form F5800.1
    - 2. When to document
  - h. Summary
  - i. Review
  - j. Questions and answers
  - a. Introduction
  - b. Lesson material
    - 1. Lesson objectives
    - 2. Department/sect/individual
      - a. Employee involvement for shipment from the WIPP
      - b. Material control
      - c. Procurement
      - d. Health physics
      - e. Hazardous waste operations (**HWO**)

1		c.	The shipping process
2		d.	Additional information requirements
3			by HWO
4		e.	Hazardous waste shipments
5		f.	Summary
6		g.	Review
7		h.	Questions and answers
8			
9	All times are approximate and do not reflect additional time spent on topics that arise from class		
10	participation, student breaks, class size, and/or practical exercises. (i.e. Job Performance		
11	Measures)		
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- b. ~~Organization~~ of Emergency Response Guidebook organization
  - 1. By placard
  - 2. By shipping papers
  - 3. By package hazardous waste label
  - 4. Highlighted entries
  - 5. No available reference Information
- c. Log entries
- d. Summary

All times are approximate and do not reflect additional time spent on topics that arise from class participation, student breaks, class size, and/or practical exercises. (i.e. Job Performance Measures)

- 1 **COURSE:** SAF-501 - Inexperienced Miner Training  
2  
3 **DURATION:** 40 Hours  
4  
5 **PREREQUISITES:** None (Steel-toe shoes/boots required for underground tour)  
6  
7 **SCOPE:** The instructor will present the required information to allow unescorted  
8 underground access  
9  
10 **OBJECTIVES:** Fulfill all requirements of 30 CFR part 48 for underground access.  
11  
12 Mastery of the terminal objective will be demonstrated by satisfactory  
13 performance on all practical sessions and by scoring 80 percent or higher  
14 on the daily exams with no score less than 70 percent with post course  
15 examination.  
16  
17 **REFRESHER:** SAF-502 Annually  
18

19 **COURSE DESCRIPTION (by lesson)**  
20

- 21 1. Introduction a. Paperwork  
22 =.5 hour b. Course attendance  
23 1. Required attendance  
24 2. Special instructions  
25 c. Overview of the WIPP Underground  
26 Operations  
27 1. Similarity to other mining  
28 operations  
29 a. Potash mining  
30 2. Differences to other mining  
31 operations  
32 a. Potash mining  
33 b. Coal mining  
34 d. Summary  
35  
36 2. Act of 1977 a. Creation of the Federal Mine  
37 =1 hour Safety and Health Act of 1977  
38 1. Congressional Act  
39 b. Purpose

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  - 14 3. Miner's Representative
  - 15 =1 hour
  - 16
  - 17
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  - 19
  - 20
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  - 22
  - 23
  - 24 4. Reporting of Hazards/Lines of Authority
  - 25 =1 hour
  - 26
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  - 39 5. Self-Rescuer/Respiratory Devices
  - 40 =1.5 hour
  - 41
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- c. Coverage under the Act of 1977
    - 1. Mandatory safety and health standards
    - 2. Inspection rights
    - 3. Accident investigations
    - 4. Record keeping
    - 5. Guidelines for correcting dangerous conditions
    - 6. Mandatory posing of violations and warnings
    - 7. Required training
  - d. Summary
    - a. Definition
    - b. The miner's representative under the Act of 1977
    - c. The miner's representative system at WIPP
    - d. Protection of the employee
    - e. Need for employee participation in the inspection of the site
    - f. Summary
  - a. Hazards
  - b. Reporting of hazards
    - 1. Responsibilities
      - a. Miner operator
      - b. Supervisor
      - c. Employee
  - c. Method of reporting
    - 1. Potential minor hazard
    - 2. Hazards involving possible imminent dangers
  - d. Disciplinary actions and the employee
  - e. Need for employee involvement
  - f. Summary
- a. Purpose
  - b. Service life
  - c. Inspection/Color code
  - d. Mine operator quarterly inspection
  - e. The self-rescuer
    - 1. Features
    - 2. The assembly

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9 6. Entering and Leaving the Mine  
10 =1 hour  
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18 7. Transportation  
19 =1 hour  
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36 8. Communications  
37 =1.5 hours  
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- f. Operation
  - g. Demonstration
  - h. Practical application
  - i. Respiratory protection
    - 1. The WIPP program
    - 2. Requirements
  - j. Summary
    - a. Access requirements
      - 1. Miner training
    - b. Qualification period
    - c. Lamp room location
      - 1. Proper safety equipment
      - 2. Sign-in procedure
      - 3. Brass tag
    - d. Summary
  - a. General
    - 1. Surface
    - 2. Underground
  - b. Hazards
  - c. Hazard preventive equipment
    - 1. Lighting
    - 2. Alarms
  - d. Personnel warning systems
  - e. Interaction with pedestrians
    - 1. Normal travel patterns
    - 2. Variations
  - f. Samples of hazards
    - 1. Conveyance
    - 2. Electric carts
    - 3. Haulage trucks
    - 4. Fork lift trucks
  - g. Summary
    - a. WIPP communications systems overview
      - 1. Personnel
      - 2. Artificial
    - b. System breakdown
      - 1. Personnel communication
        - a. Lamp signals
        - b. Hand signals
        - c. Appropriate uses

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  - 8 9. Mine Map
  - 9 =1 hour
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  - 26 10. Ventilation
  - 27 =1.5 hours
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- 2. Artificial communications
    - a. Commercial telephone
    - b. Mine phone
    - c. Gia-tronics
    - d. Alarms systems
    - e. Alarm warning lights
  - c. Summary
  - a. Definitions
  - b. Map legends
  - c. Directions and locations
    - 1. Underground reference point
    - 2. Boundary limits
  - d. Primary drifts
    - 1. North/South
    - 2. East/West
  - e. Drifts by area name
    - 1. North
      - a. East/West
      - b. North/South
    - 2. Other North area drifts
    - 3. South construction area
    - 4. South disposal area
  - f. Assembly areas
  - g. Summary
  - a. Ventilation
    - 1. General requirements
  - b. Intake volume
  - c. Intake points
    - 1. Air Intake Shaft
    - 2. Salt Handling Shaft
    - 3. Waste Shaft
  - d. Exhaust volume
  - e. Primary air-flow routes
    - 1. North mine area air flow (intake)
    - 2. North mine area air flow (exhaust)
    - 3. South mine area air flow (intake)
    - 4. South mine area air flow (exhaust)
  - f. Air quality

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8 11. Evacuation and Escape Routes  
9 =2 hours  
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30 12. Ground Control  
31 =2.5 hours  
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- g. Air flow balancing
    - 1. The plan
    - 2. Adjustments
    - 3. Unapproved adjustments
  - h. Escapeways
  - i. Summary
  - a. WIPP underground evacuation procedures
    - 1. Authorization for evacuation
    - 2. Notifications
    - 3. Initial actions
  - b. Escapes
    - 1. Purpose
    - 2. Primary
    - 3. Secondary
  - c. Non-routine egress
    - 1. Combination usage
    - 2. Blocked access
  - d. Define a barricade
  - e. Function of barricades
  - f. Permanent barricades
  - g. Temporary barricades
  - h. Methods of erecting a temporary barricade
  - i. Barricades in relationship with WIPP design
  - j. Summary
  - a. Evaluation of ground control
  - b. Federal regulations
  - c. State mining regulations
  - d. WIPP procedures
  - e. Introduction to ground control and ventilation
  - f. Introduction to barring down and scaling
  - g. Demonstration of bar down and scaling techniques
  - h. Geological formation at WIPP
  - i. Review of class room instruction
  - j. Field activities
    - 1. Identification of bad back or rib
    - 2. Bar down operations

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  - 5 13. Hazard Recognition
  - 6 =6 hour
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  - 33 14. Health
  - 34 =1 hour
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  - 45
- 3. Scaling down operations
  - 4. Safety issues
  - k. Summary/exam
    - a. General hazard recognition
      - 1. Mining as a whole
      - 2. Comparing WIPP with general mining industry
    - b. Mobile equipment
      - 1. Size
      - 2. Construction
      - 3. Other hazards
    - c. Ground control
      - 1. Over confidence in work place
      - 2. Barriers
      - 3. Improper installation of control devices
    - d. Electrical hazards
      - 1. Cables
      - 2. Substations and switch racks
      - 3. Unauthorized personal equipment
    - e. Loss of ventilation
      - 1. Air quality
      - 2. Radiation
    - f. Housekeeping
      - 1. General
      - 2. Risk to personnel
    - g. Laser operations
    - h. Seismic activity
    - i. Summary
      - a. Air quality
        - 1. Dust
        - 2. Other vapors
        - 3. ~~Personal protective equipment~~ **PPE**
      - b. Noise
        - 1. Acceptable working levels
          - a. 8 hour shift
          - b. Short term
        - 2. Protection against damage
          - a. In-ear protection
          - b. Over-the-ear protection
      - c. Chemicals
        - 1. Use

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  - 21
- 2. ~~Personal protective equipment~~ **PPE**
  - 3. Training
  - 4. Health effects
  - 5. Pre-event planning
  - d. Potable water
  - e. Toilet facilities
    - 1. Chemical toilets
  - f. Waste receptacles
    - 1. General
  - g. Food consumption
    - 1. Restriction
  - h. Radiation exposure
    - 1. ALARA
    - 2. External
    - 3. Internal
    - 4. Through wounds
  - i. Summary

All times are approximate and do not reflect additional time spent on topics that arise from class participation, student breaks, class size, and/or practical exercises. (i.e. Job Performance Measures)

- 1 **COURSE:** SAF-502 - Mine Safety-Experienced Miner Refresher  
2  
3 **DURATION:** =8 Hours  
4  
5 **PREREQUISITES:** SAF-501  
6  
7 **SCOPE:** The instructor will update personnel of any change or modification in the  
8 underground  
9  
10 **TYPE:** Classroom  
11  
12 **OBJECTIVES:** Fulfill requirements of 30 CFR part 48, for annual experienced miner  
13 refresher training  
14  
15 Mastery of the terminal objective will be demonstrated by scoring 80  
16 percent or higher on the course examination  
17  
18 **REFRESHER:** Annually  
19

20 **COURSE DESCRIPTION** (by lesson)  
21

- 22 1. Introduction a. Hand out 5000-23 Mine Safety and  
23 =.5 hour Health Administration (MSHA)  
24 Forms  
25 b. Workplace overview  
26 1. Ground control  
27 2. Electrical  
28 3. Air quality  
29 4. Equipment  
30 a. Accidents  
31 b. Fires  
32 c. Noise  
33 c. Summary  
34  
35 2. Authority and Responsibility of Supervisors, a. Miner's representative  
36 Miner's Representatives b. Miner's rights and responsibilities  
37 =.5 hour c. Normal reporting of safety issues  
38 d. Safety issues with eminent danger  
39 1. Verbal notification  
40 2. Protection from reporting  
41 safety issues  
42 3. Work refusal  
43 e. Summary  
44

- 1 3. Ventilation  
2 =1 hour  
3  
4  
5  
6  
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26  
27  
28 4. Ground Control  
29 =1 hour  
30  
31  
32  
33  
34  
35 5. Entering and Leaving the Mine  
36 Transportation and Controls  
37 =.5 hour  
38  
39  
40  
41  
42  
43  
44  
45
- a. Intake volume
  - b. Intake points
    - 1. Air Intake Shaft
    - 2. Salt Handling Shaft
    - 3. Waste Shaft
  - c. Exhaust volume
    - 1. Exhaust Shaft
    - 2. EFB capabilities
  - d. Primary air-flow routes
    - 1. North mine area air flow (intake)
    - 2. North mine area air flow (exhaust)
    - 3. South construction air flow (intake)
    - 4. South construction air flow (exhaust)
    - 5. South disposal area air flow (intake)
    - 6. Waste Shaft station area
  - e. Air quality
    - 1. Required testing
    - 2. Ventilation failure
    - 3. Adjustments
    - 4. Unapproved adjustments
  - f. Summary
- a. Ground control
    - 1. General employee responsibility
    - 2. Typical ground failures
    - 3. Ground control practices
  - b. Summary
- a. Underground access procedure
    - 1. General employee responsibility
    - 2. Violation of restricted areas
  - b. ~~Personal protective equipment~~ **PPE**
  - c. Transportation
    - 1. The conveyance
    - 2. Mobile equipment
    - 3. Airlocks and doors
  - d. Summary

- 1 6. Communication, Warning Alarms and  
2 signals  
3 =.5 hour  
4  
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6  
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16  
17 7. Mine Map, Escapeway, Emergency  
18 Evacuation and Barricades  
19 =1 hour  
20  
21  
22  
23  
24  
25  
26 8. Accident Prevention  
27 =.5 hour  
28  
29  
30  
31  
32  
33 9. Self-Rescuer  
34 =.5 hour  
35  
36  
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42  
43  
44
- a. Communication systems
    - 1. ~~GTE~~ Telephone
    - 2. Mine telephone
    - 3. Public address system
  - b. Alarm systems
    - 1. Fire
  - c. Emergency staging areas
    - 1. Assembly areas
    - 2. Station areas
  - d. Alarm notification actions
    - 1. Escapeways
    - 2. Retreat to station for evacuation
    - 3. Retreat to assembly areas
  - e. Summary
- a. Escapeways
  - b. Assembly areas
    - 1. Purpose
    - 2. Locations
    - 3. Personnel duties during emergencies
  - c. Barricade equipment
  - d. Summary
- a. Event happenings
  - b. Changing events
  - c. Pre-event recognition
  - d. Lessons learned
  - e. Summary
- a. Definition
  - b. Purpose
  - c. Inspections
  - d. Methods of conversion - catalytic conversion
  - e. Protection from deadly gas
  - f. Conversion to what compound?
  - g. Effect time limit
  - h. Compounds and operation
  - i. Practical applications
  - j. Summary

1 10. First Aid  
2 =1 hour  
3

a. Basic principles

4 All times are approximate and do not reflect additional time spent on topics that arise from class  
5 participation, student breaks, class size, and/or practical exercises. (i.e. Job Performance  
6 Measures)

- 1 **COURSE:** RIG-001 - Incidental Rigger  
2  
3 **DURATION:** =16 Hours  
4  
5 **PREREQUISITES:** None  
6  
7 **SCOPE:** The instructor will present types of rigging, how to size up the load to be  
8 lifted, and the mechanical lifting devices.  
9  
10 **TYPE:** Classroom  
11  
12 **OBJECTIVES:** Upon completion of this course, the student will be able to perform  
13 incidental rigger duties in compliance with the DOE Standard Hoisting  
14 and Rigging Manual DOE-STD-1090-96.  
15  
16 Mastery of the terminal objective will be demonstrated by scoring 80  
17 percent or higher on the course examination.  
18  
19 **REFRESHER:** None

20  
21 **COURSE DESCRIPTION** (by lesson)  
22

- 23 1. Identifying Rigging Components a. Qualifications  
24 =4 hours b. Definitions  
25 c. Wire rope components  
26 1. Core  
27 2. Strand  
28 3. Wire  
29 d. Core  
30 1. Strand  
31 2. Wire  
32 3. Lay of the rope  
33 4. Length of the rope lay  
34 5. Inspection  
35 e. Web slings  
36 f. Polyester slings  
37 g. Wire rope slings  
38 1. Inspection  
39 2. Hooks  
40 3. Spreader beam  
41 4. Eyebolts  
42 5. Shackles - anchor and chain  
43 6. Wire rope clips - U bolt and  
44 twin base  
45 7. Turnbuckles

- 1  
2 2. Inspection and Storage - Weight Calculation a. Rigging inspection  
3 =4 hours 1. Improper sling use  
4 2. Inspection techniques  
5 3. Rigging storage  
6 4. Load weight determination  
7 5. Calculations  
8 6. Center of gravity  
9 7. Slings and hitches  
10 8. Load angle  
11 9. Choker hitch rated capacity  
12 adjustment  
13 10. Load cell  
14  
15 3. Identify Lifts/Long Term Check-Out a. Load indicating devices  
16 Hand Signals 1. Ordinary lift  
17 =4 hours b. Critical lifts  
18 1. Determination  
19 2. Requirements  
20 c. Pre-engineered production lift  
21 d. Rigging check-out  
22 e. Long-term checkout  
23 f. Standard signals and signaler  
24 identification  
25  
26 4. Identify rigging Attachments, Accessories a. Beam Clamps  
27 and Uses 1. Types  
28 =4 hours 2. Inspection  
29 3. Hand operated hoists  
30 a. Chain hoist  
31 b. Lever operated hoist  
32 1. Link chain  
33 2. Roller chain  
34 3. Wire rope  
35 b. Jacks  
36 c. Using jacks  
37 d. Cribbing  
38 e. Cribbing assembly  
39

40 All times are approximate and do not reflect additional time spent on topics that arise from class  
41 participation, student breaks, class size, and/or practical exercises. (i.e. Job Performance  
42 Measures)

- 1 **COURSE:** OPS-115 - Conduct of Shift Operations  
2  
3 **DURATION:** =8 hours  
4  
5 **PREREQUISITES:** None  
6  
7 **SCOPE:** The instructor will describe how shift operation will be conducted at the  
8 site.  
9  
10 **OBJECTIVES:** Upon completion of this course, the student will be able to perform their  
11 job in accordance with Operations Department "Conduct of Operations"  
12 WP 04-CO.  
13  
14 Mastery of the terminal objective will be demonstrated by scoring 80  
15 percent or higher on the course examination.  
16  
17 **REFRESHER:** NONE  
18

19 **COURSE DESCRIPTION (by lesson)**  
20

- 21 1. DOE Guidance for Conduct of Operations and Basic Requirements  
22 =1 hour  
23  
24 a. DOE Policy  
25 b. DOE Orders  
26 c. Conduct of operations sections  
27 1. Operations organization and administration  
28 2. Shift routines and operating practices  
29 3. Control area activities for the WIPP  
30 4. Communications  
31 5. Control of on-shift training  
32 6. Investigation of abnormal events  
33 7. Notifications  
34 8. Control of equipment and system status  
35 9. Tagouts and lockouts  
36 10. Independent verification  
37 11. Log keeping  
38 12. Operations turnover  
39 13. Operations aspects of facility unique processes  
40 14. Required reading  
41 15. Timely orders to operators  
42 16. Operations procedures  
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15 2. Sections of Conduct of Operations  
16 =5 hours  
17 A. Communications  
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24  
25 B. Control Area Activities  
26  
27  
28  
29  
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31 C. Control of Equipment and System  
32 Status  
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- 17. Operator aid posting
  - 18. Equipment and piping labeling
  - d. Operations organization and administration
    - 1. Operations Policies
    - 2. Resources
    - 3. Monitoring of operating performance
    - 4. Accountability
    - 5. Planning for safety
  - e. Procedures
    - 1. Use of procedures
    - 2. Working copies
  - a. Emergency communications
  - b. Public address system usage
  - c. Contacting operators
  - d. Radios
  - e. Abbreviations and acronyms
  - f. Oral instructions and informational communications
  - a. Control area access
  - b. Professional behavior
  - c. Monitoring the main control panels
  - d. Control operator ancillary duties
  - e. Operation of control area equipment
  - a. Status change authorization and reporting
  - b. Equipment and systems alignment
  - c. Equipment locking and tagging
  - d. Equipment deficiency identification and documentation
  - e. Work authorization and documentation
  - f. Equipment post-maintenance testing and return to service
  - g. Alarm status
  - h. Temporary modification control
  - i. Distribution and control of equipment and system documents

- 1 D. Independent Verification
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- a. Components requiring independent verification
- b. Occasions requiring independent verification
- c. Verification techniques
- E. Operator Aid Postings
- F. Equipment and Piping Labeling
  - a. Requirements
  - b. Identifying labeling deficiencies
- G. Shift Requirements
  - a. Routines and operating practices
    - 1. Status practices
    - 2. Safety practices
    - 3. Operator inspection tours
    - 4. Round/tour inspection sheets
    - 5. Personnel protection
    - 6. Response to indications
    - 7. Resetting protective devices
    - 8. Load changes
    - 9. Authority to operate equipment
    - 10. Shift operating bases
- H. Control of On-Shift Training
  - a. Adherence to training programs
  - b. On-shift instructor qualification
  - c. Supervision and control of trainees
  - d. Operator qualification program approval
  - e. Training documentation
  - f. Suspension of training
  - g. Maximum number of trainees
- I. Logkeeping
  - a. Establishment of operating logs
  - b. Timeliness of recordings
  - c. Information to be recorded
  - d. Legibility
  - e. Corrections
  - f. Log review
  - g. Care and keeping of logbooks

- 1 J. Operations Turnover
  - 2 a. Turnover checklists
  - 3 b. Document review
  - 4 c. Control panel walk-down
  - 5 d. Discussion and exchange of
  - 6 responsibility
  - 7 e. Shift crew briefing
  - 8 f. Reliefs occurring during the shift
- 9 K. Operations Aspects of Facility
- 10 Unique Processes
  - 11 a. Operator responsibilities
  - 12 b. Operator knowledge
  - 13 c. Operator response to process
  - 14 problems
  - 15 d. Communications between operations
  - 16 and process personnel
- 17 L. Required Reading
  - 18 a. File Index
  - 19 b. Reading assignments
  - 20 c. Required dates for completion of
  - 21 reading
  - 22 d. Documentation
  - 23 e. Review
- 24 M. Timely Orders to Operators
  - 25 a. Content and format
  - 26 b. Issuing, segregating, and reviewing
  - 27 orders
  - 28 c. Removal of orders

29 3. Summary

30 All times are approximate and do not reflect additional time spent on topics that arise from class  
31 participation, student breaks, class size, and/or practical exercises. (i.e. Job Performance Measures)

- 1 **COURSE:** TRG-296 - Root Cause Analysis  
2
- 3 **DURATION:** =8 hours  
4
- 5 **PREREQUISITES:** None  
6
- 7 **SCOPE:** The instructor will provide personnel with the knowledge and skills  
8 necessary to identify the root cause of unplanned plant events, in  
9 accordance with DOE standards. Students will analyze incidents to  
10 identify corrective action necessary to prevent the incidents from  
11 recurring. This training is recommended for all operators, technicians,  
12 supervisors, and managers.  
13
- 14 **TYPE:** Classroom And Practical  
15
- 16 **OBJECTIVES:** Upon completion of this course, the student will be able to perform root  
17 cause analysis in accordance with DOE Order 232.1.  
18
- 19 Mastery of the terminal objective will be demonstrated by scoring 80  
20 percent or higher on the course examination and satisfactory performance  
21 on the practical examination.  
22
- 23 **REFRESHER:** None  
24
- 25 **COURSE DESCRIPTION** (by lesson)  
26
- 27 1. Introduction to Root Cause Analysis a. Case study  
28 =2 hours b. Root cause  
29 c. Other causes  
30 d. Event  
31 e. Event/cause relationship  
32 f. Root cause analysis  
33 g. Reason for root cause analysis  
34 1. Overview  
35 2. Specifics  
36 3. Concern - employees  
37 4. Concern - facility  
38 5. Concern - company permanent  
39 image  
40 6. Concern - public and  
41 environment  
42 7. Concern - economic  
43 8. Concern - legal  
44

- 1 2. Root Cause Analysis Process  
2 =4 hours  
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26 3. Root Cause Analysis at the WIPP  
27 =1 hour  
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33  
34 4. Summary  
35 =1 hour  
36  
37 5. Homework  
38
- a. Phases and sub-phases
    - 1. Collect data
    - 2. Correct
    - 3. Inform
    - 4. Follow-up
  - b. Phase one - collect data
    - 1. What to collect
    - 2. How to collect
    - 3. Data review
  - c. Phase two - assess
    - 1. Purpose
    - 2. Methods
    - 3. Use, advantages, and disadvantages
    - 4. Event and casual factor charting
    - 5. Consists of two phases
    - 6. Cause and effect
    - 7. Cause and effect charting
  - d. Phase three - correct
  - e. Phase four - communications
    - 1. Internal
    - 2. External
  - f. Phase five - follow-up
- a. Investigations
  - b. Reportable and non-reportable events
  - c. Root cause analysis team report
  - d. Reportable events
  - e. Non-reportable events
  - f. Follow-up

39 All times are approximate and do not reflect additional time spent on topics that arise from class  
40 participation, student breaks, class size, and/or practical exercises. (i.e. Job Performance  
41 Measures)

- 1    **COURSE:**           SAF-645 - RCRA Emergency Coordinator (WIPP Contingency Plan  
2                            Procedure)  
3
- 4    **DURATION:**        N/A  
5
- 6    **PREREQUISITES:** None  
7
- 8    **SCOPE:**           This self-paced lesson describes the responsibilities and actions to be  
9                            taken by the RCRA Emergency coordinator and other emergency response  
10                          personnel whenever the WIPP Contingency Plan, Renewal Application  
11                          Chapter F, is implemented.  
12
- 13   **TYPE:**             Self-paced  
14
- 15   **OBJECTIVES:**     Upon completion of this course, the student will be able to perform the  
16                            duties of RCRA Emergency Coordinator in accordance with established  
17                            requirements.  
18
- 19                          Mastery of the terminal objective will be demonstrated by scoring 80  
20                          percent or higher on the course examination.  
21
- 22   **REFRESHER:**       None  
23
- 24                          1.     State the purpose of the RCRA Contingency Plan, Renewal  
25                          Application Chapter F.  
26
- 27                          2.     Describe the general responsibilities of the RCRA Emergency  
28                          Coordinator.  
29
- 30                          3.     Identify the emergency response groups and their responsibilities.  
31
- 32                          4.     State when the Contingency Plan, Renewal Application Chapter F,  
33                          is to be implemented.  
34
- 35                          5.     Describe the criteria for Incident Levels I, II, and III.  
36
- 37                          6.     Describe the types of events that do not implement the  
38                          Contingency Plan, Renewal Application Chapter F.  
39
- 40                          7.     Describe the activities regarding initial response and notification of  
41                          emergency response personnel.  
42
- 43                          8.     Describe the actions to be taken when a surface evacuation is  
44                          declared.  
45

- 1 9. Describe the action to be taken when an underground evacuation is  
2 declared.
- 3
- 4 10. State the information that is included in notifications to public  
5 safety and regulatory safety agencies.
- 6
- 7 11. Describe the various means of identifying hazardous materials.
- 8
- 9 12. Describe the information that is initially provided to the  
10 Emergency Coordinator by the Emergency Services Technician  
11 (EST).
- 12
- 13 13. Describe the additional information that is collected to conduct a  
14 more thorough assessment.
- 15
- 16 14. Define the 4 criteria that are evacuated in the assessment stage of  
17 an incident.
- 18
- 19 15. State when the RCRA Emergency Coordinator would request  
20 assistance from off-site agencies.
- 21
- 22 16. Describe the actions involved in the control, containment, and  
23 correction of an incident.
- 24
- 25 17. Describe physical and chemical methods of mitigation.
- 26
- 27 18. Describe the actions that are implemented in the event of a fire.
- 28
- 29 19. Describe the actions to be taken in the event of an explosion.
- 30
- 31 20. Describe the actions to be taken in the event of a spill.
- 32
- 33 21. Describe the actions to be taken in the event of container spills or  
34 leakage.
- 35
- 36 22. State who is responsible for the radiological decontamination of  
37 personnel.
- 38
- 39 23. Describe the response actions to spills, or leaking, or punctured  
40 contact-handled (CH) and remote-handled (RH) TRU mixed waste  
41 containers.
- 42
- 43 24. Describe the actions to be taken in the event of a natural  
44 emergency (earthquake, lightning strike, etc.) involving hazardous  
45 waste or materials.

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25. Describe the response efforts in the event of spalling of ground in the underground.
  26. Describe the response efforts in the event of a roof fall in the underground.
  27. Describe the events to be completed during the emergency termination phase.
  28. Describe the reporting requirements in the event the Contingency Plan, Renewal Application Chapter F, is implemented.

1 **COURSE:** SAF-632 - Office Warden

2

3 **DURATION:** = 2 Hours

4

5 **PREREQUISITES:** None

6

7 **SCOPE:**

8

9 **TYPE:** Classroom

10

11 **OBJECTIVES:** Upon completion of this course, the student will be able to state the  
12 responsibilities and duties of the Office Warden, in accordance with  
13 established guidelines, policies, and regulations.

14

15 **REFRESHER:** SAF-632 annually

16

17 1. Objectives  
18 = 10 minutes

19

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21

22

23

24 2. Presentation  
25 = 90 minutes

26

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40 3. Review and Exam  
41 = 20 minutes

42

43 All times are approximate and do not reflect additional time spent on topics that arise from class  
44 participation, student breaks, class size, and/or practical exercises (i.e. Job Performance  
45 Measures)

1 **COURSE:** SAF-621 - Firefighter I

2

3 **DURATION:** =40 hours

4

5 **PREREQUISITES:** None

6

7 **SCOPE:** This class prepares the student to respond to fires. This class is taught by  
8 the New Mexico Fire Academy

9

10 **OBJECTIVES:**

11

12 **REFRESHER:** Training is conducted 8 hours quarterly

13

14 **COURSE DESCRIPTION** (by lesson)

15

16 1. Inspection

17 =.5 hour classroom

18

19

20

21

22

23 2. Sprinklers

24 =.5 hour classroom

25

26

27

28

29

30

31

32

33

a. Common causes of fires and their prevention

b. Fire protection procedures

c. Define importance of public relations

d. Define dwelling inspection procedures

a. Identify a fire department sprinkler connection and water motor alarm

b. Connect hose lines to a fire department connection of a sprinkler or standpipe system

c. Define how automatic sprinkler heads open and release water

d. Temporarily stop flow of water from a sprinkler head

- 1 3. Overhaul  
2 =2 hours classroom  
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15 4. Salvage  
16 =1.5 hours classroom  
17 =.5 hours practical  
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24 5. Fire Streams  
25 =1.5 hours classroom  
26 =2.5 hours practical  
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32 6. Fire Hoses, Nozzles, and Appliances  
33 =2.5 hours classroom  
34 =3.5 hours practical  
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- a. Demonstrate searching for hidden fires
  - b. Demonstrate exposure of hidden fires by opening ceilings, walls, floors, and pulling apart burned material
  - c. Demonstrate how to separate and remove charred materials from unburned material
  - d. Define duties of fire fighters left at the scene for fire and security surveillance
  - e. Identify the purpose of overhaul
- a. Identify the purpose of salvage and its value
  - b. Demonstrate folds and rolls of salvage covers
  - c. Demonstrate salvage cover throws
  - d. Demonstrate the techniques of inspection, cleaning, and maintaining salvage equipment
- a. Define a fire stream
  - b. Manipulate a nozzle so as to attack Class A and Class B fires
  - c. Define water hammer and at least one method for its prevention
  - d. Demonstrate how to open and close a nozzle
- a. Identify the sizes, types, amounts, and uses of hose carried on a pumper
  - b. Demonstrate the use of nozzles, hose adapters, and hose appliances carried on a pumper
  - c. Advance dry hose lines of two different sizes from a pumper:
    - 1. Into a structure
    - 2. Up a ladder into an upper floor window
    - 3. Up an inside stairway to an upper floor

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4. Up an outside stairway to an upper floor
5. Down an inside stairway to a lower floor
6. Down an outside stairway to a lower floor
7. To an upper floor by hoisting
- d. Advance charged hose lines of two different sizes from a pumper
  1. Into a structure
  2. Up a ladder into an upper floor window
  3. Up an inside stairway to an upper floor
  4. Up an outside stairway to an upper floor
  5. Down an inside stairway to a lower floor
  6. Down an outside stairway to a lower floor
  7. To an upper floor by hoisting
- e. Demonstrate the techniques for cleaning fire hose, couplings, and nozzles and inspecting for damage
- f. Connect a fire hose to a hydrant and fully open and close the hydrant
- g. Demonstrate the loading of fire hose on a fire apparatus and identify the purpose of at least three types of hose loads and finishes
- h. Demonstrate three types of hose rolls
- i. Demonstrate two types of hose carries
- j. Demonstrate coupling and uncoupling of the fire hose
- k. Work from a ladder with a charged attack line which shall be 1.5" or larger
- l. Demonstrate carrying hose into a building to be connected to a standpipe
- m. Demonstrate the methods for extending a hose line
- n. Demonstrate replacing a burst section of hose line

- 1 7. Forcible Entry  
2 =3 hours classroom  
3 =1 hour practical  
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- 9 8. Ladders  
10 =1.5 hours classroom  
11 =2.5 hours practical  
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- 35 9. Rescue  
36 =5 hour classroom  
37 =1.25 hours practical  
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- a. Identify and demonstrate each type of manual forcible entry tool
- b. Identify the method and procedure of properly cleaning, maintaining, and inspecting each type of forcible entry tool and equipment
- a. Identify each type of ladder and its intended use
- b. Demonstrate the following ladder carries:
1. One person carry
  2. Two person carry
  3. Three person carry
  4. Four person carry
  5. Five person carry
  6. Six person carry
- c. Raise each type and size of ground ladder
- d. Climb the full length of every type
- e. Climb the full length of each type of ground and aerial ladder carrying fire fighting tools or equipment while ascending and descending
- f. Climb down the full length of a ground and aerial ladder carrying an injured person
- g. Demonstrate the techniques of working from ground and aerial ladders with tools and appliances
- h. Demonstrate the techniques of cleaning ladders
- a. Demonstrate the removal of injured persons from immediate hazards practical by use of carries, drags, and stretchers
- b. Demonstrate searching for victims in burning, smokefilled buildings, or other hostile environments
- c. Define the use of a life belt
- d. Define safety procedures as they apply to rescue

- 1 10. Self-Contained Breathing Apparatus  
2 =2 hours classroom  
3 =2 hours practical  
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22 11. Ropes  
23 =2 hours class room and practical  
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- a. Identify at least four hazardous respiratory environments encountered in fire fighting
  - b. Demonstrate the use of all types of self-contained breathing apparatus in a dense smoke environment
  - c. Identify the physical requirements of the wearer, the limitations of the self-contained breathing apparatus, and the safety features of all types of self-contained breathing apparatus
  - d. Demonstrate donning self-contained breathing apparatus while wearing protective clothing
  - e. Demonstrate that the self-contained breathing apparatus is in a safe condition for safe use
  - f. Identify the procedure for cleaning and sanitizing the self-contained breathing apparatus for future use
- a. Identify and describe the purpose for specific knots
  - b. Identify the construction characteristics and appropriate uses of natural and synthetic fiber rope
  - c. Demonstrate tying a bowline knot, a clove hitch, rescue knot, figure of eight knot, a becket or sheep bend, and an overhand safety knot
  - d. Demonstrate the bight, loop, round turn, and half hitch as used in tying knots and hitches
  - e. Using an overhand knot, hoist any selected forcible entry tool, ground ladder, or appliance to a height of 20 feet
  - f. Demonstrate the techniques of inspecting, cleaning, maintaining, and storing rope

- 1 12. Ventilation  
2 =5 hours classroom  
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17 13. Safety  
18 =1 hour classroom  
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- a. Define the principals of ventilation, and identify the advantages and effects of ventilation
  - b. Identify the dangers present and precautions to be taken when performing ventilation
  - c. Demonstrate opening various types of windows from inside and outside, with and without tools
  - d. Demonstrate breaking window and door glass and its removal
  - e. Using an ax, demonstrate the ventilation of a room and a floor
  - f. Define the theory of a back draft explosion
- a. Identify dangerous building conditions created by fire
  - b. Demonstrate techniques for action when trapped or disoriented in a fire situation
  - c. Define procedures to be used in electrical emergencies
  - d. Define fire service lighting equipment
  - e. Identify safety procedures when using fire services lighting equipment
  - f. Demonstrate the use of portable power plants, lights, cords, and connectors
  - g. Define safety procedures as they apply to emergency operations, specifically:
    - 1. Protective equipment
    - 2. Team concept
    - 3. Portable tools and equipment
    - 4. Riding and apparatus
    - 5. Hazardous materials incidents

- 1 14. Fire Behavior  
2 =3 hours  
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29 All times are approximate and do not reflect additional time spent on topics that arise from class  
30 participation, student breaks, class size, and/or practical exercises (i.e., Job Performance  
31 Measures)
- a. Define fire
  - b. Define the fire triangle and fire tetrahedron
  - c. Identify two chemical, mechanical, and electrical energy sources
  - d. Define the following stages of fire:
    - 1. Incipient
    - 2. Flame spread
    - 3. Hot smoldering
    - 4. Flash over
    - 5. Steady state
    - 6. Clear burning
  - e. Define the three methods of heat transfer
  - f. Define the three physical stages of matter in which fuels are commonly found
  - g. Define the hazard of finely divided fuels as they relate to the combustion process
  - h. Define flash point, fire point, and ignition temperature
  - i. Define concentrations in air as it affects combustion
  - j. Identify three products of combustion found in structural fires which create a life hazard

- 1 **COURSE:** EOC-101 - Initial Mine Rescue  
2  
3 **DURATION:** 20 Hours  
4  
5 **PREREQUISITES:** Physical, underground experience  
6  
7 **SCOPE:**  
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9 **TYPE:** Classroom, field, hands-on  
10  
11 **OBJECTIVES:** Upon completion of this training, the student will be able to wear and  
12 maintain a Drager self-contained breathing apparatus, and perform all the  
13 functions required as a member of a mine rescue team.  
14  
15 **REFRESHER:** 48 hours of refresher training is required annually  
16

17 **COURSE DESCRIPTION** (by lesson)  
18

- 19 1. MSHA 2004 (Drager BG 174-A) a. Description  
20 =8 hours b. Major parts  
21 c. Wearing and testing  
22 d. Limitations  
23 e. Maintenance  
24  
25 2. MSHA 2202 (Mine Gases) a. Meaning of terms  
26 =2 hours 1. Specific gravity  
27 2. Explosive range  
28 3. Toxicity  
29 4. Asphyxiate  
30 5. Solubility  
31 b. Physical properties and  
32 characteristics  
33 1. Normal air  
34 2. Oxygen  
35 3. Nitrogen  
36 4. Carbon dioxide  
37 5. Carbon monoxide  
38 6. Oxides of nitrogen  
39 7. Hydrogen  
40 8. Hydrogen sulfide  
41 9. Sulfur dioxide  
42 10. Methane

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  - 7 3. MSHA 2203 (Mine Ventilation)
  - 8 =2 hours
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  - 14 4. MSHA 2204 (Mine Exploration)
  - 15 =2 hours
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  - 26 5. MSHA 2205 (Firefighting)
  - 27 =2 hours
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  - 33 6. MSHA 2206 (Rescue of Survivors)
  - 34 =2 hours
  - 35
  - 36
  - 37
  - 38 7. MSHA 2207 (Mine Recovery)
  - 39 =2 hours
  - 40
  - 41
  - 42
- c. Composition, physical properties,  
and characteristics
- 1. Smoke
  - 2. Rock strata gases
  - 3. Damps
- a. Purpose and methods
- b. Ventilation controls
- c. Proper chain-of-command when  
altering ventilation
- d. Air measurement devices
- e. Construction of ventilation controls
- a. Examination of mine  
openings
- b. Barefaced exploration
- c. The fresh air base
- d. Apparatus teams
- e. Briefing
- f. Going underground
- g. Exploration procedures
- h. Traveling procedures
- i. Ground testing
- j. Debriefing
- a. Classification of fires
- b. Firefighting equipment
- c. Firefighting techniques
- 1. Indirect
  - 2. Direct
- d. Explosions
- a. Rescuing survivors
- 1. Rescue techniques
  - 2. First aid
- b. Recovery of bodies
- a. Assessing conditions
- b. Re-establishing ventilation
- c. Clearing and rehabilitating

43 All times are approximate and do not reflect additional time spent on topics that arise from class  
44 participation, student breaks, class size and/or practical exercises (i.e., Job Performance  
45 Measures)

1 **COURSE:** Radiological Control Technician Fundamental Academic Lessons

2  
3 **DURATION:** ~ 52 hours  
4 Students may elect to test out of these courses with Radiological Control  
5 Manager approval  
6

7 **PREREQUISITES:** Lesson specific

8  
9 **SCOPE:** Lesson specific

10  
11 **REFRESHER:** Requalification every two years

12  
13 **COURSE DESCRIPTION** (by module)

14  
15 **1.** Basic Mathematics and Algebra (CL1.01) = 4 hours

- 16  
17 a. Prerequisites - None  
18 b. Scope - This lesson is a review of arithmetic and algebraic methods used to  
19 perform various radiological control calculations required by the **Radiological**  
20 **Control Technician (RCT)** to perform his/her daily duties. These calculations  
21 include scientific notation, unit analysis and conversion, radioactive decay  
22 calculations, dose rate/distance calculations, shielding calculations, and stay-  
23 time calculations.  
24 c. Outline - Introduction  
25 - Basic math operations with fractions  
26 - Basic math operations with decimals  
27 - Convert fractions to decimals and vice-versa  
28 - Convert percent to decimal and vice-versa  
29 - Basic math operations with signed numbers  
30 - Basic math operations with exponents  
31 - Find rational square roots  
32 - Convert scientific notation to standard form and vice-versa  
33 - Basic math with scientific notation  
34 - Solving equations using the “Order of Mathematical Operations”  
35 - Performing algebraic functions  
36 - Solving equations with common and natural logarithms  
37 - Exam  
38

- 1    **2.**    Unit Analysis and Conversion (CL1.02) = 4 hours  
2  
3           a. Prerequisites - None  
4           b. Scope - This lesson is a review of the unit analysis and conversion process  
5                 necessary for the RCT to perform air and water sample activity calculations,  
6                 contamination calculations, and many other applications.  
7           c. Outline - Introduction  
8                 - Unit systems of measurement and base units for mass, length and time  
9                 - SI prefix values and abbreviations  
10                - Using conversion factors/tables  
11                - Using formulas  
12                - Exam  
13  
14    **3.**    Physical Sciences (CL1.03) = 4 hours  
15  
16           a. Prerequisites - None  
17           b. Scope - This lesson is a review of basic physics since the RCT may work in  
18                 environments where materials can undergo changes in state, resulting in  
19                 changes in the radiological work environment.  
20           c. Outline - Introduction -  
21                 - Work/force/energy in relation to physics  
22                 - Identify and describe four forms of energy  
23                 - State the Law of Conservation of Energy  
24                 - Solid/liquid/gas in regards to shape and volume  
25                 - Basic atom structure  
26                 - Defining physical science terms  
27                 - Identifying symbols  
28                 - Periodic Table element arrangement  
29                 - Identifying Periodic Table layout  
30                 - Defining terms relative to atomic structure  
31                 - Exam  
32  
33    **4.**    Nuclear Physics (CL1.04) = 4 hours  
34  
35           a. Prerequisites - None  
36           b. Scope - This lesson is designed to provide an understanding of the forces  
37                 present within an atom.  
38           c. Outline - Introduction  
39                 - Definitions: Nucleon, Nuclide, Isotope  
40                 - Mass-Energy Equivalence Concept  
41                 - Definitions: Mass Defect, Binding Energy  
42                 - Definitions: Fission, Criticality, Fusion  
43                 - Exam  
44

- 1 **5. Sources of Radiation (CL1.05) = 4 hours**  
2  
3 a. Prerequisites - None  
4 b. Scope - This lesson provides an understanding that radiation sources are not  
5 limited to nuclear facilities. The study of radiation sources provides data for:  
6 - The basis for occupational exposure  
7 - Showing the effects from high source exposures  
8 - Assessing the impact on radiation background from nuclear facilities  
9 - Determining the use of building materials  
10 c. Outline - Introduction  
11 - Identifying natural background radiation sources  
12 - Identifying artificially produced radiation sources and dose magnitudes  
13 from each source  
14 - Exam  
15  
16 **6. Radioactivity and Radioactive Decay (CL1.06) = 4 hours**  
17  
18 a. Prerequisites - None  
19 b. Scope - This lesson provides an understanding of the radioactive decay  
20 processes from different types of radionuclides.  
21 c. Outline - Introduction  
22 - Neutron to proton ratio  
23 - Definitions: radioactivity, radioactive decay  
24 - Characteristics of alpha, beta, and gamma  
25 - Identifying radioactive decay modes  
26 - Decay of radioactive nuclides  
27 - Differences: natural and artificial radioactivity  
28 - Unstable fission products  
29 - Three naturally-occurring radioactive families and their end products  
30 - Identify nuclide attributes with Nuclide Chart  
31 - Tracing nuclide decay and stable end-product  
32 - Definitions: curie, Becquerel  
33 - Definitions: specific activity, half-life  
34 - Calculate activity using the decay formula  
35 - Defining exposure, absorbed dose, dose equivalent, and quality factor  
36 - Defining roentgen, rad/gray, and rem/sievert  
37 - Exam  
38

- 1    **7.**    Interaction of Radiation with Matter (CL1.07) = 4 hours  
2  
3           a. Prerequisites - None  
4           b. Scope - This lesson provides an understanding of how different types of  
5           radiation interacts with different types of matter.  
6           c. Outline - Introduction  
7           - Define ionization, excitation, bremsstrahlung  
8           - Defining specific ionization, linear energy transfer (**LET**), stopping  
9           power, range, and W-value  
10          - Alpha particle energy transfer  
11          - Energy transfer for beta particulate radiation  
12          - Gamma photon interaction with matter  
13          - Kinetic energies of various types of neutrons  
14          - Slow neutron capture  
15          - Scattering interactions for fast neutrons  
16          - Characteristics of materials shielding alpha, beta, gamma and neutron  
17          radiations  
18          - Exam  
19  
20    **8.**    Biological Effects of Radiation (CL-1.08) = 4 hours  
21  
22           a. Prerequisites - None  
23           b. Scope -This lesson provides a basic understanding of the methods in which  
24           radiation may cause biological damage so that the RCT may protect  
25           themselves and the workers from unnecessary exposure to ionizing radiation.  
26           c. Outline - Introduction  
27           - Function of various cell structures  
28           - Effects of radiation on cell structures  
29           - Law of Bergonie and Tribondeau  
30           - Factors affecting radiosensitivity of cells  
31           - Most and least radiosensitive cells  
32           - Reactions on cells from ionizing radiation  
33           - Definitions: stochastic, non-stochastic effect  
34           - LD 50/30 value for humans  
35           - Somatic effects of chronic radiation exposure  
36           - Three types of acute radiation syndromes and associated exposure levels  
37           and symptoms  
38           - Radiation exposure risks to embryo and fetus  
39           - Somatic and heritable effects  
40           - Exam  
41

- 1 **9. Radiological Protection Standards (CL1.09) = 4 hours**  
2  
3 a. Prerequisites - None  
4 b. Scope -This lesson provides an understanding of the history of the  
5 development of the limits to show why the current limits of exposure are  
6 imposed. This lesson also provides an awareness of the current CFRs and  
7 DOE Orders that may affect the RCTs at the work place.  
8 c. Outline - Introduction  
9 - Role of advisory agencies in developing radcon recommendations  
10 - Role of regulatory agencies in developing standards and regulations  
11 - DOE **Radiological Control Manual (RCM)** purpose and scope  
12 - DOE RCM use of “shall” and “should”  
13 - Exam  
14
- 15 **10. ALARA (CL1.10) = 4 hours**  
16  
17 a. Prerequisites - None  
18 b. Scope - This lesson provides an understanding of the ALARA philosophy and  
19 shows the methods for the RCT to establish and maintain the commitment to  
20 ALARA that all personnel at the facility must have for a safe radiological work  
21 place.  
22 c. Outline - Introduction  
23 - Base assumptions for ALARA philosophy  
24 - Collective personnel and individual exposure  
25 - Effective radiological ALARA program  
26 - Purposes of pre- and post-job reviews  
27 - RCT responsibilities for implementation  
28 - Exam  
29
- 30 **11. External Exposure Control (CL1.11) = 4 hours**  
31  
32 a. Prerequisites - None  
33 b. Scope -This lesson provides an understanding of external exposure reduction  
34 and control measures available to the RCT to provide the best coverage and  
35 support at the radiological work site.  
36 c. Outline - Introduction  
37 - Four basic methods for minimization  
38 - Calculating gamma exposure rates  
39 - Source reduction techniques  
40 - Time-saving techniques  
41 - Calculating remaining allowable dose equivalent or stay time  
42 - “Distance to radiation sources” techniques  
43 - Calculating exposure rate or distance for a point source of radiation  
44 - Calculating exposure rate or distance for a line source of radiation  
45 - Effects of distance on exposure rates from a plane source

- 1 - Mass and linear attenuation coefficients
- 2 - Defining “density thickness”
- 3 - Density-thickness values for skin, lens of the eye, and the whole body
- 4 - Using equations to calculate shielding thickness and exposure rates for
- 5 gamma/x-ray radiation
- 6 - Exam

7  
8 **12. Internal Exposure Control (CL1.12) = 4 hours**

- 9
- 10 a. Prerequisites - None
- 11 b. Scope - This lesson is designed to familiarize the technician with those actions
- 12 necessary as a result of the entry of radioactive materials into the body and the
- 13 basis for those actions.
- 14 c. Outline - Introduction
- 15 - Four ways radioactive material enters the body
- 16 - Methods to prevent/minimize entry of radioactive material
- 17 - Defining and distinguishing Annual Limit on Intake (ALI) and Derived
- 18 Air Concentration (DAC)
- 19 - Determining basis for ALI
- 20 - Defining “reference man”
- 21 - Using DACs to minimize internal exposure
- 22 - Behavior of radioactive materials in the body
- 23 - Natural reductions of radionuclides in body
- 24 - Relationship between physical, biological and effective half lives
- 25 - Calculating effective half life
- 26 - Medical elimination methods
- 27 - Exam

28  
29 **13. Radiation Detector Theory (CL1.13) = 4 hours**

- 30
- 31 a. Prerequisites - None
- 32 b. Scope - This lesson provides a good theoretical understanding of radiological
- 33 instrumentation to help RCTs understand the data obtained by that
- 34 instrumentation.
- 35 c. Outline - Introduction
- 36 - Fundamental laws of electrical charges
- 37 - Defining current, voltage, resistance, and their respective units
- 38 - Functions of detector and readout circuitry components in radiation
- 39 measurement system
- 40 - Parameters affecting ion pair numbers in a gas-filled detector
- 41 - Regions of gas amplification curves
- 42 - Characteristics of a detector used in gas amplification curve regions
- 43 - Defining resolving time, dead time, and recovery time
- 44 - Discriminating between various types of radiation and various radiation
- 45 energies

- 1 - Operation of scintillation detector and associated components
- 2 - Operation of neutron detector
- 3 - Principles of GeLi and HPGe detectors
- 4 - Exam
- 5

- 1 **COURSE:** Radiological Control Technician Site-Specific Academic Lessons  
2  
3 **DURATION:** =88 hours  
4  
5 **PREREQUISITES:** Lesson specific  
6  
7 **SCOPE:** Lesson specific  
8  
9 **1.** Counting Errors and Statistics (CL2.03) = 4 hours  
10  
11 a. Prerequisites - CL1.01 through CL1.13  
12 b. Scope - This lesson provides a basic knowledge of the random process of  
13 detecting and measuring radioactivity and the associated counting errors  
14 involved with that process. The RCTs will use this knowledge when obtaining  
15 the radioactivity measurements to make decisions that may affect the health  
16 and safety of workers at the facility and its surrounding environments  
17 c. Outline - Introduction  
18 - Analyzing errors and their effect on sample measurements  
19 - Sample analysis statistics applications  
20 - Defining mean, median, and mode  
21 - Determining mean, median, and mode  
22 - Defining variance and standard deviation  
23 - Calculating the standard deviation  
24 - Purpose of Chi-squared test  
25 - Criteria for acceptable Chi-squared values at the WIPP  
26 - Purpose of creating quality control charts  
27 - WIPP Quality Control QC chart maintenance and review requirements  
28 - Purpose of warning and control limits  
29 - Purpose of efficiencies and correction factors  
30 - Calculating efficiencies and correction factors  
31 - Meaning of counting data reported as “ $x \pm y$ ”  
32 - Reporting results to desired confidence level  
33 - Purpose of determining background  
34 - WIPP methods and requirements for determining background  
35 - Purpose of performing sample planchet maintenance  
36 - WIPP method and requirements of performing planchet maintenance for  
37 counting systems  
38 - Methods to improve statistical validity of sample measurements  
39 - Defining and explaining “detection limits”  
40 - Calculate detection limit values at WIPP  
41 - Purpose, method, and criteria for acceptable values of determining  
42 crosstalk at the WIPP  
43 - Purpose and method of performing voltage plateau  
44 - Exam  
45

- 1    **2.**    Dosimetry (CL2.04) = 4 hours  
2  
3           a. Prerequisites - None  
4           b. Scope - This lesson introduces the types of dosimeters used to measure  
5                external radiation to people at the facility. The material presented in this  
6                lesson is valuable to RCTs since dosimeters are the only direct method to  
7                measure and document personnel radiation exposure and ensure regulatory  
8                compliance with applicable limits.  
9           c. Outline - Introduction  
10           - DOE occupational worker external exposure limits  
11           - DOE established limits for embryo/fetus  
12           - WIPP administrative exposure control guidelines for radiation/non-  
13                radiation workers, incidents and emergencies, and unborn children  
14           - Requirements for pregnant worker  
15           - Theory of operation of a TLD  
16           - Theory of operation of a TLD reader  
17           - Advantages and disadvantages of a TLD  
18           - WIPP beta-gamma TLDs  
19           - WIPP neutron TLDs  
20           - WIPP TLD use requirements  
21           - WIPP personnel neutron dosimeter types and principle of operation  
22           - WIPP self-reading dosimetry (**SRD**) principle of operation  
23           - WIPP alarming dosimeter use guidelines and principle of operation  
24           - WIPP bioassay monitoring methods  
25           - Exam  
26  
27    **3.**    Contamination Control (CL2.05) = 4 hours  
28  
29           a. Prerequisites - None  
30           b. Scope - This lesson shows that contamination control is probably one of the  
31                most difficult and challenging tasks the RCTs will encounter. This lesson  
32                covers the methods to prevent personnel contaminations and releases of  
33                radioactive material into the environment which is the ultimate purpose of a  
34                radiological control organization.  
35           c. Outline - Introduction  
36           - Removable and fixed surface contamination  
37           - Components of the radiation monitoring program  
38           - Basic goal of the program  
39           - Basic principles  
40           - Possible engineering control methods  
41           - Use of protective clothing  
42           - Basic factors which determine protective clothing requirements  
43           - Exam  
44

- 1     **4.**     Airborne Sampling Program/Methods (CL2.06)= 4 hours  
2  
3             a. Prerequisites - None  
4             b. Scope - This lesson provides an overview of the air sampling program and the  
5                 methods for obtaining airborne radioactivity concentration in an area to ensure  
6                 that the control measures assigned are effective and continue to be effective.  
7             c. Outline - Introduction  
8                 - Primary objectives of air monitoring program  
9                 - Three physical states of radiation contaminants  
10                - Ensuring a representative air sample  
11                - Defining “isokinetic sampling”  
12                - Six methods for obtaining samples and their principle of operation  
13                - Selection of air monitoring methods  
14                - Purpose of five types of samplers/monitors  
15                - Factors affecting accuracy of measurements  
16                - WIPP air monitoring program  
17                - Exam  
18  
19     **5.**     Airborne Sampling Laboratory (CL2.06A) = 4 hours  
20  
21             a. Prerequisites - None  
22             b. Scope - This training laboratory provides the initial on-the-job training for the  
23                 ~~job performance measures (JPMs)~~ pertaining to the Airborne Sampling  
24                 Program/Methods.  
25             c. Outline - Introduction  
26                 - Collecting **Fixed Air Sampler (FAS)** filters  
27                 - Analyzing air sample for radioactivity  
28                 - Changing “Station A” FAS filters  
29                 - Determining appropriate respiratory equipment based on air activity  
30  
31     **6.**     Radiological Source Control (CL2.08) = 4 hours  
32  
33             a. Prerequisites - None  
34             b. Scope - This lesson provides an understanding of the purposes, uses, methods  
35                 to control radioactive sources that are necessary at a nuclear facility.  
36             c. Outline - Introduction  
37                 - N41.1 requirements for radioactive sources  
38                 - WIPP sources that must be controlled  
39                 - Packaging, marking and labeling requests  
40                 - Storage area approval and posting requests  
41                 - WIPP procedures for storage and accountability of radioactive sources  
42                 - Exam  
43

- 1 7. Access Control and Work Area Setup (CL2.10) = 4 hours  
2  
3 a. Prerequisites - None  
4 b. Scope - This lesson presents instruction in Radiological Work Permits, various  
5 types of postings used in radiological areas, setting up radiological areas,  
6 access controls, and releasing of material from radiological areas.  
7 c. Outline - Introduction  
8 - Purpose and information on Radiological Work Permit (**RWP**) including  
9 WIPP classifications  
10 - Responsibilities in using or initiating RWP  
11 - WIPP document that governs our ALARA program  
12 - WIPP establishment of exposure/performance goals  
13 - WIPP conditions requiring a pre-job ALARA review  
14 - WIPP conditions requiring a post-job ALARA review  
15 - Purpose of postings, signs, labels and barricades; and RCTs  
16 responsibilities for them  
17 - WIPP postings, requirements for postings/barriers, and entry requests for  
18 various radiological areas  
19 - Setting up radiological areas  
20 - Containment device discrepancies  
21 - Setting up portable ventilation systems and count rate meters  
22 - Requirements while working in RBAs  
23 - Requirements for removing or releasing materials from any radiological  
24 area  
25 - Exam  
26  
27 8. Radiological Work Coverage (CL2.11) = 4 hours  
28  
29 a. Prerequisites - None  
30 b. Scope - This lesson covers the methods of job coverage by RCTs to assist  
31 radiological workers in keeping their radiation exposures ALARA.  
32 c. Outline - Introduction  
33 - Three purposes of job coverage  
34 - Continuous and intermittent job coverage  
35 - Conditions that require job coverage  
36 - Planning job coverage  
37 - Pre-job briefing discussions  
38 - Worker and technician exposure control techniques  
39 - WIPP in-progress radiological surveys  
40 - WIPP documentation of in-progress surveys  
41 - Actions taken for unexpected survey results  
42 - Contamination control techniques  
43 - Preventative job coverage techniques

- 1                   - Overall job control techniques  
2                   - WP 12-5 reasons to stop radiological work activities  
3                   - Exam  
4
- 5   **9. Shipment/Receipt of Radioactive Material (CL2.12) = 4 hours**  
6  
7           a. Prerequisites - None  
8           b. Scope -  
9           c. Outline - Introduction  
10           - Regulatory agencies for radioactive material transport  
11           - Defining the DOT terms: Low-Specific Activity (LSA), Limited Quantity,  
12           Transport Index, Exclusive Use, and Closed Transport Vehicle  
13           - Determining radionuclide contents of a package  
14           - Radiation and contamination surveys and applicable limits performed on  
15           packages  
16           - Radiation and contamination surveys and applicable limits performed on  
17           exclusive use vehicles  
18           - Placement of placards on transport vehicles  
19           - WIPP shipment release inspection criteria  
20           - WIPP procedures for receipt and shipment  
21           - WIPP procedures for shipments exceeding limits  
22           - WIPP procedures for opening packages  
23           - Exam  
24
- 25   **10. Radiological Incidents and Emergencies (CL2.13) = 4 hours**  
26  
27           a. Prerequisites - None  
28           b. Scope - This lesson covers the necessary immediate and supplementary actions  
29           for responding to radiological emergencies and abnormal events. This lesson  
30           also reveals that, although most people do not take incident response planning  
31           seriously because they do not expect the unexpected, incidents do occur, and  
32           experience has shown that best response comes from workers who have  
33           prepared themselves with a plan for dealing with incidents.  
34           c. Outline - Introduction  
35           - RCT general response and responsibilities  
36           - Emergency equipment and facilities, including location and contents of  
37           emergency equipment kits  
38           - RCT response to CAM alarm  
39           - RCT response to personnel contamination monitor alarm  
40           - RCT response to off scale or lost dosimetry  
41           - RCT response to radiation levels or area alarm  
42           - RCT response to dry or liquid spill  
43           - RCT response to fire in a radiological area or involving radioactive  
44           materials  
45           - RCT response to other incidents

- 1 - Emergency response levels
- 2 - Incident documentation procedures
- 3 - Emergency response team structure
- 4 - Offsite incident support groups
- 5 - Plant incidents, including cause, prevention, and response
- 6 - Exam

7  
8 **11. Personnel Decontamination (CL2.14) = 4 hours**

- 9
- 10 a. Prerequisites - None
- 11 b. Scope - This lessons outlines the best methods available to control or oversee
- 12 the decontamination of a contaminated individual.
- 13 c. Outline - Introduction
- 14 - Three factors in personnel decontamination
- 15 - Required RCT preliminary actions and notifications for contaminated
- 16 individual
- 17 - RCT response to clothing contamination
- 18 - RCT response to skin contamination
- 19 - Using decontamination reagents to decontaminate personnel
- 20 - Exam

21 **12. Radiological Considerations for First Aid (CL2.15) = 4 hours**

- 22
- 23 a. Prerequisites - None
- 24 b. Scope - This lesson introduces the special considerations for injuries in
- 25 radiological areas. It is incumbent on the RCT to use his/her knowledge and
- 26 training to make judgement calls based on available facts and conditions.
- 27 Often there is more than one “right way” to handle the situation, with many
- 28 alternatives which may all work equally well.
- 29 c. Outline - Introduction
- 30 - Treatment of minor radiation injuries
- 31 - Treatment of major radiation illness/injury
- 32 - RCTs responsibility at scene of major radiation injury after arrival of
- 33 medical personnel
- 34 - WIPP treatment and transport of contaminated injured personnel
- 35 - Exam

36  
37 **13. Radiation Survey Instrumentation (CL2.16) = 4 hours**

- 38
- 39 a. Prerequisites - None
- 40 b. Scope - This lesson provides an understanding of radiation survey instruments
- 41 to ensure the data obtained is accurate and appropriate for the source of
- 42 radiation. This lesson contains information about widely used portable
- 43 radiation survey instruments.

- 1 c. Outline - Introduction  
2 - Appropriate external radiation survey instruments and their selection  
3 - WIPP ion chamber instrument features and specifications  
4 - WIPP high range instrument features and specifications  
5 - WIPP neutron detection and measurement instrument features and  
6 specifications  
7 - Exam  
8
- 9 **14. Contamination Monitoring Instrumentation (CL2.17) = 4 hours**  
10  
11 a. Prerequisites - None  
12 b. Scope - This lesson provides an understanding of contamination monitoring  
13 (count rate) instruments to provide the basis for assignment of practical  
14 contamination and internal exposure controls, to establish the proper controls,  
15 and to identify personnel contamination prior to exiting radiological areas at  
16 the facility.  
17 c. Outline - Introduction  
18 - Portable contamination monitoring equipment selection  
19 - WIPP beta/gamma and/or alpha survey count rate meter probe features  
20 and specifications  
21 - WIPP count rate instrument features and specifications  
22 - WIPP personnel contamination monitor features and specifications  
23 - WIPP contamination monitor (tool, bag, laundry monitors) features and  
24 specifications  
25 - Exam
- 26 **15. Air Sampling Equipment (CL2.18) = 4 hours**  
27  
28 a. Prerequisites - None  
29 b. Scope  
30 c. Outline - Introduction  
31 - WIPP portable air sampler (**PAS**) selection  
32 - Physical and operating characteristics and limitation(s) of WIPP portable  
33 air samplers  
34 - Physical and operating characteristics and limitation(s) of WIPP motor air  
35 pumps  
36 - Pre-operational checkout of WIPP PASs  
37 - Physical and operating characteristics and limitation(s) of WIPP beta-  
38 gamma CAMs  
39 - Physical and operating characteristics and limitation(s) of WIPP alpha  
40 CAMs  
41 - Exam  
42

- 1 **16.** Counting Room Equipment (CL2.19) = 4 hours  
2  
3 a. Prerequisites - None  
4 b. Scope - This lesson covers counting room equipment in relation to types used,  
5 purpose for, radiation monitored, operational requirements, and specific  
6 limitations and characteristics. The RCT uses information from these counting  
7 instruments to identify and assess the hazards presented by contamination and  
8 airborne radioactivity and establish protective requirements for work  
9 performed in radiological areas.  
10 c. Outline - Introduction  
11 - WIPP Scintillation Alpha and Beta laboratory counter/scalers' features  
12 and specifications  
13 - WIPP low background auto alpha/beta proportional counting system  
14 features and specifications  
15 - Exam

1 **COURSE:** Confirmation Radiography Operator (Level 1)

2  
3 **TYPE:** Classroom/OJT

4  
5 **OBJECTIVES:** Upon completion of this course and obtaining a grade of at least 80% on a  
6 comprehensive examination, the student will be able to review  
7 radiography records performed by another radiographer. Level 1  
8 radiographers will perform a practical capability demonstration in the  
9 presence of an experienced, qualified radiography operator or trainer.

10  
11 **REFRESHER:** Biennially

12  
13 **COURSE DESCRIPTION**

14  
15 ~~Level 1 radiography operators shall be instructed in the specific waste generating practices and~~  
16 ~~typical packaging configurations expected to be found in each Waste Matrix Code at each site~~  
17 ~~shipping waste to WIPP.~~ The OJT and apprenticeship shall be conducted by an experienced,  
18 qualified radiography operator or trainer prior to qualification of the training candidate.

19  
20 The Permittees' Level 1 confirmation radiography training program includes:

21  
22 Formal Training

- 23  
24 · Project Requirements  
25 · State and Federal Regulations  
26 · Basic Principles of Radiography  
27 · Radiography of Waste Forms (including the ability to identify liquids and compressed  
28 gases which will be verified by a radiography subject matter expert)  
29 · Waste Stream-Specific Instruction (~~e.g., specific waste generating processes, typical~~  
30 ~~packaging configurations, waste material parameters~~)

31  
32 On-the-Job Training

- 33  
34 · System Operation (equipment and procedures used by Level 1 radiographers)  
35 ~~· Identification of Packaging Configurations~~  
36 ~~· Identification of Waste Material Parameters/Waste Matrix Codes~~  
37 · Identification of excess residual liquids as defined in the Renewal Application Chapter B,  
38 Section B-1c TSDF-WAC, and compressed gases  
39 ~~· Verification of waste stream description~~  
40 · Review of the Waste Stream Profile Form to verify that the waste contains no ignitable,  
41 corrosive, or reactive waste and that assigned Environmental Protection Agency  
42 hazardous waste numbers are allowed for storage and disposal by the WIPP Hazardous  
43 Waste Facility Permit.  
44

1 **COURSE:** Confirmation Radiography (Level 2)

2  
3 **TYPE:** Classroom/OJT

4  
5 **OBJECTIVES:** Upon completion of this course, the student will be able to perform  
6 radiography in a safe manner and will be able to confirm whether waste  
7 contains ignitable, corrosive, or reactive waste.

8  
9 Successfully pass a comprehensive exam based upon training enabling  
10 objectives. The comprehensive exam will address the radiography  
11 operation, documentation, and procedural elements stipulated in Renewal  
12 Application Chapter B ~~this WAP.~~

13  
14 Perform practical capability demonstration in the presence of appointed  
15 site Permittee radiography subject matter expert.

16  
17 **REFRESHER:** Biennially

18  
19 **COURSE DESCRIPTION**

20  
21 ~~Level 2 radiography operators shall be instructed in the specific waste generating practices and~~  
22 ~~typical packaging configurations expected to be found in each Waste Matrix Code at each site~~  
23 ~~shipping waste to WIPP. The OJT and apprenticeship shall be conducted by an experienced,~~  
24 ~~qualified radiography operator prior to qualification of the training candidate.~~

25  
26 The Permittees' Level 2 confirmation radiography training program includes:

27  
28 Formal Training

- 29  
30 · Project Requirements  
31 · State and Federal Regulations  
32 · Basic Principles of Radiography  
33 · Radiographic Image Quality  
34 · Radiographic Scanning Techniques  
35 · Application Techniques  
36 · Radiography of Waste Forms  
37 · Standards, Codes, and Procedures for Radiography  
38 · Waste Stream-Specific Instruction

39  
40 On-the-Job Training

- 41  
42 · System Operation  
43 ~~· Identification of Packaging Configurations~~  
44 ~~· Identification of Waste Material Parameters/Waste Matrix Codes~~

1 · Identification of excess residual liquids as defined in the Renewal Application Chapter B,  
2 Section B-1c, TSD-F-WAC and compressed gases

3 ~~· Verification of waste stream description~~

4 · Review of the Waste Stream Profile Form to verify that the waste contains no ignitable,  
5 corrosive, or reactive waste and that assigned Environmental Protection Agency  
6 hazardous waste numbers are allowed for storage and disposal by the WIPP Hazardous  
7 Waste Facility Permit.

8  
9 A radiography training drum shall include items common to the waste streams to be confirmed  
10 by the Permittees. The training drums shall be divided into layers with varying packing densities  
11 or different drums may be used to represent different situations that may occur during  
12 radiography examination by the Permittees. The following elements will be in a radiography  
13 training drum(s):

- 14  
15 · Aerosol can with puncture  
16 · Horsetail bag  
17 · Pair of coveralls  
18 · Empty bottle  
19 · Irregular shaped pieces of wood  
20 · Empty one gallon paint can  
21 · Full container  
22 · Aerosol can with fluid  
23 · One gallon bottle with three tablespoons of fluid  
24 · One gallon bottle with one cup of fluid (upside down)  
25 · Leaded glove or leaded apron  
26 · Wrench

27  
28 These items shall be successfully identified by the operator as part of the qualification process.

29  
30 Requalification of operators shall be based upon evidence of continued satisfactory performance  
31 (primarily video/audio reviews) and shall be done at least every two years. Unsatisfactory  
32 performance will result in disqualification. Unsatisfactory performance is defined as the  
33 misidentification of excess residual liquids (as defined in the Renewal Application Chapter B,  
34 Section B-1c TSD-F-WAC) or compressed gases in a training drum or a score of less than eighty  
35 percent (80%) on the comprehensive exam. Retraining and demonstration of satisfactory  
36 performance are required before a disqualified operator is again allowed to operate the  
37 radiography system for the Permittees.

1 **COURSE:** Confirmation Visual Examination (Level 1)

2  
3 **TYPE:** Classroom/OJT

4  
5 **OBJECTIVES:** Upon completion of this course and obtaining a grade of at least 80% on a  
6 comprehensive examination, the student will be able to perform a review  
7 of visual examination records and will be able to confirm ~~the Summary~~  
8 ~~Category Group, Waste Matrix Code~~ and whether waste contains  
9 ignitable, corrosive, or reactive waste. Level 1 visual examination  
10 personnel will perform a practical capability demonstration in the presence  
11 of an experienced, qualified visual examination expert or trainer.

12  
13 **REFRESHER:** Biennially

14  
15 **COURSE DESCRIPTION**

16  
17 ~~Level 1 visual examination personnel shall be instructed in the specific waste generating~~  
18 ~~processes, typical packaging configurations, and waste material parameters expected to be found~~  
19 ~~in each Waste Matrix Code in the waste stream being confirmed using visual examination.~~

20  
21 The OJT and apprenticeship shall be conducted by an operator experienced and qualified in  
22 visual examination or a qualified trainer prior to qualification of the candidate. The training shall  
23 be site waste stream specific to include the various waste configurations being confirmed. For  
24 example, the particular physical forms and packaging configurations at each site will vary and  
25 operators shall be trained on types of waste that are generated, stored, and/or characterized at that  
26 particular site.

27  
28 Visual examination personnel shall be requalified once every two years.

29  
30 The Level 1 visual examination training program includes:

31  
32 Formal Training

- 33  
34 · Project Requirements  
35 · State and Federal Regulations  
36 · Batch Data Report Forms  
37 · Waste Stream-Specific Instruction (e.g., ~~waste generating processes, typical packaging~~  
38 ~~configurations, waste material parameters~~)

39  
40 On-the-Job Training

- 41  
42 · System Operation (equipment and procedures used by Level 1 visual examination  
43 personnel)  
44 ~~· Identification of Packaging Configurations~~  
45 ~~· Identification of Waste Material Parameters/Waste Matrix Codes~~

- 1 · Identification of excess residual liquids as defined in the Renewal Application Chapter B,
- 2 Section B-1c, TSDF-WAC and compressed gases
- 3 ~~· Verification of waste stream description~~
- 4 · Review of the Waste Stream Profile Form to verify that the waste contains no ignitable,
- 5 corrosive, or reactive waste and that assigned Environmental Protection Agency
- 6 hazardous waste numbers are allowed for storage and disposal by the WIPP Hazardous
- 7 Waste Facility Permit.
- 8

1 **COURSE:** Confirmation Visual Examination (Level 2)

2  
3 **TYPE:** Classroom/OJT

4  
5 **OBJECTIVES:** Upon completion of this course, the student will be able to perform  
6 confirmation visual examination or a review of visual examination records  
7 in a safe manner and will be able to confirm whether waste contains  
8 ignitable, corrosive, or reactive waste.

9  
10 Successfully pass a comprehensive exam based upon training enabling  
11 objectives. The comprehensive exam will address the visual examination  
12 operation, documentation, and procedural elements stipulated in Renewal  
13 Application Chapter B ~~this WAP.~~

14  
15 Perform practical capability demonstration in the presence of appointed  
16 site Permittee visual examination subject matter expert.

17  
18 **REFRESHER:** Biennially

19  
20 **COURSE DESCRIPTION**

21  
22 ~~Level 2 visual examination operators shall be instructed in the specific waste generating~~  
23 ~~processes, typical packaging configurations, and waste material parameters expected to be found~~  
24 ~~in each Waste Matrix Code in the waste stream being confirmed using visual examination.~~

25  
26 The OJT and apprenticeship shall be conducted by an operator experienced and qualified in  
27 visual examination prior to qualification of the candidate. The training shall be site waste stream  
28 specific to include the various wastes s configurations being confirmed. For example, the  
29 ~~particular physical forms and packaging configurations at each site will vary so operators shall~~  
30 ~~be trained on types of waste that are generated, stored, and/or characterized at that particular site.~~

31  
32 Visual examination personnel shall be requalified once every two years.

33  
34 The Level 2 confirmation visual examination training program includes:

35  
36 Formal Training

- 37  
38 · Project Requirements  
39 · State and Federal Regulations  
40 · Batch Data Report Forms  
41 · Application Techniques  
42 · Waste Stream-Specific Instruction (~~e.g., specific waste generating processes, typical~~  
43 ~~packaging configurations, waste material parameters)~~

- 1 On-the-Job Training
- 2
- 3 ~~· Identification of Packaging Configurations~~
- 4 ~~· Identification of Waste Material Parameters/Waste Matrix Code~~
- 5 · Identification of Prohibited Items liquids as defined in the Renewal Application Chapter
- 6 B, Section B-1c, TSDU-WAC and compressed gases
- 7 ~~· Verification of waste stream description~~
- 8 · Review of the Waste Stream Profile Form to verify that the waste contains no ignitable,
- 9 corrosive, or reactive waste and that assigned Environmental Protection Agency
- 10 hazardous waste numbers are allowed for storage and disposal by the WIPP Hazardous
- 11 Waste Facility Permit.

1

**Qualification Cards**

1

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1 **QUALIFICATION CARD:** CH Waste Handling Technician (WH-01A, WH-01B)  
2 CH Waste Handling Engineer (WH-02)  
3

4 **DURATION:** Nine to twelve months  
5

6 **CLASSROOM TRAINING:** Various classroom courses are utilized to provide operators the  
7 requisite training as part of the qualification process. The  
8 candidate must satisfactorily complete the classroom training  
9 courses prior to completion of the qualification card.  
10

11 **SCOPE:** The CH Waste Handling Technician Qualification Card (WH-01A  
12 Backfill Technician, and Emplacement Technician, and WH-01B  
13 Waste Handling Technician) and CH Waste Handling Engineer  
14 Qualification Card (WH-02 Waste Handling Operations  
15 Qualification Card Guide Book [WH-GUIDE-1]).  
16

17 **REFERENCES:** CH Waste Handling Technician Qualification Card (WH-01)  
18 CH Waste Handling Engineer Qualification Card (WH-02)  
19 Waste Handling Operations Qualification Card Guide Book (WH-  
20 GUIDE-1)  
21

22 **QUALIFICATION CARD DESCRIPTION (by category)**  
23

24 **1. Equipment Knowledge Requirements**  
25

26 Demonstrate knowledge of the following for the various pieces of CH waste handling  
27 equipment and systems:  
28

- 29 ● General principle of equipment operation
- 30 ● Understanding of alarms, indications, and readings
- 31 ● Proper response to abnormal equipment conditions
- 32 ● Precautions, administrative requirements, and technical specification requirements
- 33 ● Basic safety requirements for equipment operation  
34

35 **2. Equipment Operation Practical Requirements**  
36

37 Demonstrate competency in conducting CH waste handling equipment and system  
38 functional and operational inspections.  
39

40 Demonstrate competency in standard operation of CH waste handling equipment and  
41 systems.  
42

- 1    **3.    Integrated Process Knowledge Requirements**  
2  
3        Demonstrate knowledge of the following for the various integrated support functions.  
4  
5
  - 6        ●    Administrative activities for equipment/system isolation, modification and control
  - 7        ●    Management of site derived waste
  - 8        ●    Proper response to abnormal facility conditions
  - 9        ●    Container storage area inspections
  - 10       ●    Facility support systems  
11    **4.    Integrated Process Practical Requirements**  
12  
13        Demonstrate competency in performing administrative duties for equipment/system  
14        isolation and control.  
15  
16        Demonstrate competency in management of site derived waste.  
17  
18        Demonstrate competency in performing container storage area inspections.  
19  
20        Walkdown the various facility support systems that affect waste handling.

1 **QUALIFICATION CARD:** RH Waste Handling Technician (RH-01A, RH-01B, RH-01C)  
2 RH Waste Handling Engineer (RH-02)  
3

4 **DURATION:** Nine to twelve months  
5

6 **CLASSROOM TRAINING:** Various classroom courses are utilized to provide operators the  
7 requisite training as part of the qualification process. The  
8 candidate must satisfactorily complete the classroom training  
9 courses prior to completion of the qualification card.  
10

11 **SCOPE:** The RH Waste Handling Technician Qualification Card (RH-01A,  
12 RH-01B, RH-01C) and RH Waste Handling Engineer  
13 Qualification Card (RH-02).  
14

15 **REFERENCES:** RH Waste Handling Technician Qualification Card  
16 RH Waste Handling Engineer Qualification Card  
17 Waste Handling Operations Qualification Card Guide Book  
18

19 **QUALIFICATION CARD DESCRIPTION** (by category)  
20

21 **1.** Equipment Knowledge Requirements

22 Demonstrate knowledge of the following for the various pieces of RH waste handling  
23 equipment and systems:  
24

- 25 ● General principle of equipment operation
- 26 ● Understanding of alarms, indications, and readings
- 27 ● Proper response to abnormal equipment conditions
- 28 ● Precautions, administrative requirements, and technical specification requirements
- 29 ● Basic safety requirements for equipment operation  
30

31 **2.** Equipment Operation Practical Requirements  
32

33 Demonstrate competency in conducting RH waste handling equipment and system  
34 functional and operational inspections.  
35

36 Demonstrate competency in standard operation of RH waste handling equipment and  
37 systems.  
38

- 1   **3.   Integrated Process Knowledge Requirements**  
2  
3       Demonstrate knowledge of the following for the various integrated support functions.  
4  
5       ●   Administrative activities for equipment/system isolation, modification and control  
6       ●   Management of site derived waste  
7       ●   Proper response to abnormal facility conditions  
8       ●   Container storage area inspections  
9       ●   Facility support systems  
10  
11   **4.   Integrated Process Practical Requirements**  
12  
13       Demonstrate competency in performing administrative duties for equipment/system  
14       isolation and control.  
15  
16       Demonstrate competency in management of site derived waste.  
17  
18       Demonstrate competency in performing container storage area inspections.  
19  
20       Walkdown the various facility support systems that affect waste handling.

1 **QUALIFICATION CARD:** Radiological Control Technician (~~RCT~~)

2  
3 **DURATION:** =9 working months

4  
5 **CLASSROOM TRAINING:** Various classroom courses are utilized to reinforce the training  
6 received as part of the qualification card. The candidate is required  
7 to complete

8  
9 **SCOPE:**

10  
11 **REFERENCES:** WP 12-5, WIPP Radiological Control Manual  
12 WP 12-HP, WIPP OHP Procedures Manual  
13 WP 12-RE, Rad Engineering Procedures Manual

14  
15 **QUALIFICATION CARD DESCRIPTION** (by category)

16  
17 **1. Academics Training**

18  
19 There are 13 lessons associated with the core academics program and 15 lessons  
20 associated with the site academics program.

21  
22 **2. Practical Training**

23  
24 There are 33 job performance measures as defined in DOE-HDBK-1122-2009, associated with  
25 the practical training element of the RCT qualification program covering the following areas:

26  
27 Demonstrate generation of a Radiological Work Permit.

28  
29 Demonstrate how a radiological area should be posted.

30  
31 Demonstrate applicable emergency response to various events.

32  
33 Demonstrate competency in operating various types of monitoring equipment.

34  
35 **3. Written Examination**

36  
37 This exam is administered after successful completion of academic lessons and practical  
38 lessons. Successful completion of the comprehensive written exam is necessary prior to  
39 participation in the oral examinations.

40  
41 **4. Oral Examination Board**

42  
43 The oral board consists of members of Radiation Safety, Operational Health Physics,  
44 Facility Operations, and Technical Training. This board will assess the candidate's

1 response to normal and emergency situations encountered by a Radiation Control  
2 Technician.

1 **QUALIFICATION CARD:** EST-01 Emergency Services Technician

2  
3 **DURATION:** 2 Years

4  
5 **PREREQUISITES:** The candidate must be current in CPR and possess an EMT-I  
6 License.

7  
8 **CLASSROOM TRAINING:** Additional classroom training courses are required prior to  
9 completion of this qualification card.

10  
11 **SCOPE:** This qualification card must be completed by all candidates prior  
12 to standing a watch unsupervised. Qualification is a six month  
13 process. The individual may perform duties without direct  
14 supervision only for those evolutions and/or operations for which  
15 training has been completed.

16  
17 All signatures must be made by an approved Subject Matter  
18 Expert. The signatures indicate that the trainee has demonstrated  
19 satisfactory knowledge and performance of the task(s) indicated.

20  
21 **REFERENCES:** Emergency Services Technician Qualification Card Guide Book  
22 (EST-01G)  
23 WIPP Emergency Management Program (WP 12-9)  
24 Emergency Fire Pump (WP 04-FP2202)  
25 Inspection and Testing of Sprinkler Systems  
26 1. Wet Pipe Fire Sprinkler System Testing (PM000025)  
27 2. NFPA 13, Installation of Sprinkler Systems  
28

29 **QUALIFICATION CARD DESCRIPTION** (by category)

30  
31 **1. Knowledge Requirements**

32  
33 Demonstrate basic knowledge of emergency management procedures and protocols such  
34 as:

- 35  
36
- 37 ● The purpose and types of dry chemicals utilized in large and portable dry chemical systems.
  - 38 ● Inspection and testing principles of sprinkler systems, buildings, pull boxes, and fire  
39 detection systems.
  - 40 ● The general operation and hazards of fixed halon systems.
  - 41 ● Principles and procedures for operation of various fire and rescue apparatus.

- 1           ●     Selection and use of ~~personal protective equipment~~ **PPE**.
- 2           ●     Selection and use of hazardous material equipment and supplies for control and
- 3           mitigation.
- 4
- 5     **2. Practical Requirements**
- 6
- 7     Demonstrate competency in the following areas:
- 8
- 9           ●     Use of fire suppression apparatus and equipment.
- 10          ●     Use of rescue apparatus and equipment.
- 11          ●     Inspection and testing techniques and completion of corresponding forms.
- 12          ●     Operation of ambulance and operation and application of all ambulance equipment
- 13          and supplies.
- 14          ●     Application of all hazardous materials equipment and supplies for control and
- 15          mitigation.

- 1 **QUALIFICATION CARD:** FPT-01 Fire Protection Technician  
2  
3 **DURATION:** 2 Years  
4  
5 **PREREQUISITES:** The candidate must be currently certified in CPR and possess an  
6 EMT-B License.  
7  
8 **CLASSROOM TRAINING:** Additional classroom training courses are required prior to  
9 completion of this qualification card.  
10  
11 **SCOPE:** This qualification card must be completed by all candidates prior  
12 to standing a watch unsupervised. Qualification is a six month  
13 process. The individual may perform duties without direct  
14 supervision only for those evolutions and/or operations for which  
15 training has been completed.  
16  
17 All signatures must be made by an approved Subject Matter  
18 Expert. The signatures indicate that the trainee has demonstrated  
19 satisfactory knowledge and performance of the task(s) indicated.  
20  
21 **REFERENCES:** Emergency Services Technician Qualification Card Guide Book  
22 (EST-01G)  
23 WIPP Emergency Management Program (WP 12-9)  
24  
25 **QUALIFICATION CARD DESCRIPTION** (by category)  
26

1 **1. Knowledge Requirements**

2

3 Demonstrate basic knowledge of emergency management procedures and protocols such  
4 as:

5

6 ● The purpose and types of dry chemicals utilized in large and portable dry chemical  
7 systems.

8 ● Inspection and testing principles of sprinkler systems, buildings, pull boxes, and fire  
9 detection systems.

10 ● The general operation and hazards of fixed halon systems.

11 ● Principles and procedures for operation of various fire and rescue apparatus.

12 ● Selection and use of ~~personal protective equipment~~ **PPE**.

13 ● Selection and use of hazardous material equipment and supplies for control and  
14 mitigation.

15

16 **2. Practical Requirements**

17

18 Demonstrate competency in the following areas:

19

20 ● Use of fire suppression apparatus and equipment.

21 ● Use of rescue apparatus and equipment.

22 ● Inspection and testing techniques and completion of corresponding forms.

23 ● Operation of ambulance and operation and application of all ambulance equipment  
24 and supplies.

25 ● Application of all hazardous materials equipment and supplies for control and  
26 mitigation.

1 **QUALIFICATION CARD:** Quality Assurance Inspector

2

3 **DURATION:** Six to nine months

4

5 **CLASSROOM TRAINING:** Various formal classroom courses are utilized to support the  
6 training received as part of the qualification card. The candidate is  
7 required to complete the classroom training courses, satisfactorily,  
8 prior to completion of the qualification card.

9

10 **SCOPE:** The Quality Assurance Qualification card establishes the minimum  
11 education, skill, training, knowledge, and experience requirements  
12 for Quality Assurance personnel who perform inspection activities.

13

14 **REFERENCES:** WP 13-1, Quality Assurance Program Description  
15 QAI PD2-3, Qualification of Inspection Personnel

16

17 **QUALIFICATION CARD DESCRIPTION** (by category)

18

19 **1. General Knowledge**

20

21 Demonstrate knowledge of the minimum site specific procedures:

22

- 23 ● ASME NQA-1
- 24 ● Quality Assurance Program Description
- 25 ● Safety Manual
- 26 ● Hoisting and Rigging Procedures
- 27 ● Work Authorization Procedures
- 28 ● Document Control Procedures

29

30 **2. On-the-Job Training**

31

32 Perform at least 20 hours of the following activities while supervised by a qualified  
33 inspector:

34

- 35 ● Receiving inspection
- 36 ● Dimensional inspection
- 37 ● Mechanical inspection
- 38 ● Electrical inspection
- 39 ● Civil inspection

40

- 1   **3.**   Qualification Card  
2  
3       Perform the following tasks:  
4  
5       ●    Receipt inspection  
6       ●    Conduct an inspection  
7       ●    Hold/witness point inspection  
8       ●    Issuance of a corrective action request  
9       ●    Hold tag issuance  
10      ●    Verification of corrective action  
11      ●    Conduct a corrective action receipt inspection

1 **QUALIFICATION CARD:** Facility Operations Roving Watch

2

3 **DURATION:** Six to nine months

4

5 **CLASSROOM TRAINING:** Various classroom courses are utilized to reinforce the training  
6 received as part of the qualification card. The candidate is required  
7 to complete the classroom training courses, satisfactorily, prior to  
8 completion of the qualification card.

9

10 **SCOPE:** The Facility Operations Roving Watch **(RW)** qualification is the  
11 foundation for all of the Facility Operations qualifications. The  
12 qualifications developed utilizing the Facility Operations Roving  
13 Watch qualification are the Central Monitoring Room Operator  
14 Qualification (FO-CMRO-2) and the Facility Operations Shift  
15 Engineer Qualification (FO-FOSE-3) (for FSM). This  
16 qualification is used by all Facility Operations personnel  
17 qualifying. All of the requirements of the applicable qualifications  
18 must be completed by the candidate before operating any  
19 equipment or performing any operating evolutions without direct  
20 supervision of a qualified operator.

21

22 **REFERENCES:** Facility Operations Roving Watch Qualification Card (FO-RW-1)  
23 WIPP Operations Watchstation Qualification Card Guide Book  
24 (FO-GUIDE-1)

25

26 **QUALIFICATION CARD DESCRIPTION (by category)**

27

28 **1. System Knowledge**

29

30 Demonstrate knowledge of the critical facility operating systems, such as:

31

- 32 ● Theory of the system and equipment
- 33 ● System design
- 34 ● Differences in the various building systems around the facility
- 35 ● Alarms and sequence of actions that follow alarms

36

37 The systems covered include:

38

- 39 ● Facility electrical and backup electrical systems
- 40 ● Heating, air conditioning, and ventilation systems
- 41 ● Underground ventilation systems
- 42 ● Domestic water and fire protection systems

43

- 1    **2.**    System Operation Practical Evaluation  
2  
3        Demonstrate system startup/shutdown for the various facility systems according to  
4        procedures.  
5  
6        Demonstrate maintenance of applicable records pertaining to the operation of facility  
7        systems.  
8  
9        Demonstrate ability to conduct periodic required testing of facility systems.  
10  
11       Demonstrate competency to respond to alarms and emergency situations according to  
12       procedures.  
13  
14    **3.**    Integrated Plant Knowledge  
15  
16        Discuss the site policies on equipment lockout/tagout.  
17  
18        Discuss the process of notifications and authorizations that is involved in making  
19        temporary plant modifications.  
20  
21        Discuss the site process for work authorization.  
22  
23        Discuss the role and responsibilities of Facility Operations on the site.  
24  
25        Discuss Conduct of Operations as it applies to Facility Operations.  
26  
27    **4.**    Integrated Plant Practical Evaluation  
28  
29        Demonstrate the lockout/tagout process.  
30  
31        Prepare paperwork associated with a temporary plant modification.  
32  
33        Demonstrate ability to maintain the Facility Operations logs.  
34  
35        Demonstrate the actions that are taken in various facility emergencies.  
36  
37        Demonstrate ability to stand watch as RW during various shifts.  
38  
39    **5.**    Oral Qualification Exam  
40  
41        This final portion of the qualification consists of an oral board exam conducted by board  
42        members who are knowledgeable in the qualification program areas.

1 **QUALIFICATION CARD:** Central Monitoring Room Operator

2  
3 **DURATION:** Three to five months

4  
5 **CLASSROOM TRAINING:** Various classroom courses are utilized to reinforce the training  
6 received as part of the qualification card. The candidate is required  
7 to complete the classroom training courses, satisfactorily, prior to  
8 completion of the qualification card.  
9

10 **SCOPE:** The Facility Operations Central Monitoring Room Operator  
11 Qualification (FO-CMRO-2) in conjunction with the Roving  
12 Watch qualification make up the support for the Facility  
13 Operations Shift Engineer Qualification (FO-FOSE-3). This  
14 qualification is used by Facility Operations personnel qualifying as  
15 CMR operators or Facility Operations Shift Supervisors. All of the  
16 requirements of the applicable qualifications must be completed by  
17 the candidate prior to operating any equipment or performing any  
18 operating evolutions without direct supervision of a qualified  
19 operator. Qualification are valid for two years.  
20

21 **REFERENCES:** Central Monitoring Room Operator Qualification Card (FO-CMR-2)  
22 WIPP Operations Watchstation Qualification Card Guide Book  
23 (FO-GUIDE-1)  
24

25 **QUALIFICATION CARD DESCRIPTION** (by category)

26  
27 **1.** System Knowledge

28  
29 Demonstrate knowledge of the following for the various systems in the Central Monitoring  
30 Room:

- 31  
32
  - Theory of the system and equipment
  - System design
  - Alarms and sequence of actions that follow the alarms  
35

36 **2.** System Operation Practical Evaluation

37  
38 Demonstrate competency in standard operation of the systems in the Central Monitoring  
39 Room including obtaining various pieces of information such as:

- 40  
41
  - System status
  - Alarm Status
  - Meteorological data  
44

45 Demonstrate what actions are to take place in the event of an alarm.

- 1  
2 Demonstrate storage of information and subsequent retrieval.  
3  
4 **3. Integrated Plant Knowledge**  
5  
6 State the actions that must be taken to remove a ~~CMS~~ Central Monitoring System point  
7 scan/alarm check.  
8  
9 Discuss the sequence of events that must occur during a facility emergency.  
10  
11 **4. Integrated Plant Practical Evaluation**  
12  
13 Demonstrate how the CMR log is maintained.  
14  
15 Demonstrate the sequence of events that are involved in ~~CMS~~ Central Monitoring System  
16 point scan/alarm check removal.  
17  
18 Demonstrate ability to stand watch as Central Monitoring Room Operator ~~CMRO~~ during  
19 different shifts.  
20  
21 Demonstrate the sequence of events involved in a facility emergency.  
22  
23 **5. Oral Qualification Exam**  
24  
25 This final portion of the qualification consists of an oral board exam conducted by board  
26 members who are knowledgeable in the qualification program areas.

1 **QUALIFICATION CARD:** Facility Operations Shift Supervisor

2

3 **DURATION:** Three to five months

4

5 **CLASSROOM TRAINING:** Various classroom courses are utilized to reinforce the training  
6 received as part of the qualification card. The candidate is required  
7 to complete the classroom training courses, satisfactorily, prior to  
8 completion of the qualification card.

9

10 **SCOPE:** The Facility Operations Shift Engineer Qualification (FO-FOSE-3)  
11 is the final qualification developed from the Central Monitoring  
12 Room Operator Qualification and Roving Watch Qualification.  
13 This qualification is used by Facility Operations personnel, Facility  
14 Operations Engineer, and Facility Shift Manager. The candidate  
15 must be recommended by the Facility Operations Manager to  
16 perform this qualification. All of the requirements of the  
17 applicable qualifications must be completed by the candidate prior  
18 to operating any equipment or performing any operating evolutions  
19 without direct supervision of a qualified operator. Qualifications  
20 are valid for two years.

21

22 **REFERENCES:** Facility Operations Shift Engineer (FO-FOSE-3)  
23 WIPP Operations Watchstation Qualification Card Guide Book  
24 (FO-GUIDE-1)

25

26 **QUALIFICATION CARD DESCRIPTION (by category)**

27

28 **1. System Knowledge**

29

30 Completed qualification through Central Monitoring Room Operator Qualification and  
31 Roving Watch Qualification

32

33 **2. System Operation Practical Evaluation**

34

35 Completed qualification through Central Monitoring Room Operator Qualification and  
36 Roving Watch Qualification

37

- 1     **3. Integrated Plant Knowledge**  
2  
3         Discuss the site work authorization process and the role of the Facility Shift Manager  
4         (FSM).  
5  
6         Discuss the use of operator aids.  
7  
8         Discuss the responsibilities of the FSM.  
9  
10        Discuss the use of shift instructions.  
11  
12        Discuss the role of the FSM in facility emergencies and the actions that are to be taken by  
13        the FSM.  
14  
15        Discuss the role of the Quality Assurance and Safety programs on the site.  
16  
17        Discuss the Contingency Plan, Renewal Application Chapter F, and its implementation.  
18  
19        Discuss site regulatory compliance as it applies to hazardous waste and hazardous  
20        materials.  
21  
22     **4. Integrated Plant Knowledge Evaluation**  
23  
24         Complete the required documentation for a lockout/tagout.  
25  
26         Complete the proper documentation relating to temporary plant modifications.  
27  
28         Perform various work authorization actions.  
29  
30         Demonstrate a review of the Facility Operations logs.  
31  
32         Demonstrate the response required for various facility emergencies.  
33  
34         Demonstrate ability to stand watch as FSM during different shifts.  
35  
36     **5. Oral Qualification Exam**  
37  
38         This final portion of the qualification consists of an oral board exam conducted by board  
39         members who are knowledgeable in the qualification program areas.

1 **QUALIFICATION CARD:** WWIS Data Administrator

2  
3 **DURATION:** Two years

4  
5 **CLASSROOM TRAINING:** Various classroom courses are utilized to provide the **WIPP**  
6 **Waste Information System (WWIS)** Data Administrator with the  
7 knowledge and background on the WIPP waste operations. OJT  
8 connected with the everyday operation of the database will be  
9 provided by the WWIS SME. The candidate must satisfactorily  
10 complete the classroom training courses and the OJT prior to  
11 qualification.

12  
13 **SCOPE:** The WWIS Qualification Card provides the minimum knowledge  
14 and competency requirements for qualification. The requirements  
15 of the qualification must be completed to the satisfaction of the  
16 current WWIS SME prior to the candidate performing any of the  
17 WWIS data functions without direct supervision by a qualified  
18 WWIS **Data Administrator (DA)**.

19  
20 **REFERENCES:** WWIS Data Administrator Qualification Card

21  
22 **QUALIFICATION CARD** (by category)

23  
24 **1.** Equipment Knowledge Requirements

25  
26 Demonstrate knowledge of the following WWIS hardware and software systems:

- 27  
28 ● General computer operation principles and communication terminal techniques  
29 ● IBM PC and Internet techniques  
30 ● Bar Code Reader System operation

31  
32 **2.** Equipment Operation Practical

- 33  
34 ● Obtain and maintain local and Internet IDs  
35 ● Access WWIS and produce reports  
36 ● Demonstrate operation of bar code reader interface to WWIS  
37

1 **3. Integrated Process Knowledge Requirements**

2

3

Demonstrate knowledge of the following project document data requirements:

4

5

- WIPP Waste Acceptance Criteria
- WIPP Quality Assurance Program Plan
- Waste Analysis Plan

6

7

8

9

Demonstrate knowledge of the following WWIS Specific documentation:

10

11

12

13

14

15

- WWIS Software Requirements Specification
- WWIS Software Configuration Management Plan
- WWIS Software Quality Assurance Plan
- WWIS Software Design Description

16

17

**4. Integrated Process Practical Requirements**

18

Demonstrate competency in performing the administrative duties of the WWIS DA

19

20

Demonstrate competency in accessing the local area network (**LAN**) and the Internet.

21

22

23

Demonstrate the WIPP data interface to the WWIS via a walkdown of the receipt and emplacement operations that provide data to the database.

1 **QUALIFICATION CARD:** Radioactive Transportation (TE-01)  
2 Federal Motor Carrier Safety Regulations (TE-02)  
3 Hazardous Materials (TE-03)  
4 Hazardous Waste Shipments by Public Highway (TE-05)  
5

6 **DURATION:** Six to twelve months  
7

8 **CLASSROOM TRAINING:** Various classroom courses are utilized to provide candidates the  
9 requisite training as part of the qualification process. The  
10 candidate must satisfactorily complete the classroom training  
11 courses listed on the individual qualification card as a prerequisite  
12 to beginning that process.  
13

14 **SCOPE:** The Transportation Engineer qualification cards (TE-01 through  
15 TE-05) provide the minimum knowledge and competency  
16 requirements for qualification. The requirements of the individual  
17 qualification cards must be completed by the candidate prior to  
18 performing those duties without direct supervision.  
19

20 **REFERENCES:** Radioactive Transportation (TE-01)  
21 Federal Motor Carrier Safety Regulations (TE-02)  
22 Hazardous Materials (TE-03)  
23 Hazardous Waste Shipments by Public Highway (TE-05)  
24

25 **QUALIFICATION CARD DESCRIPTION** (by category)  
26

27 **1. Knowledge Requirements**  
28

29 Demonstrate knowledge of the following regulatory arenas:  
30

- 31 ● Radioactive Material Transportation
  - 32 ● Federal Motor Carrier Safety Regulations
  - 33 ● Hazardous Materials
  - 34 ● Hazardous Waste Shipments by Public Highway
- 35

36 **2. Practical Requirements**  
37

38 Demonstrate competency in performing the following for a given shipment:  
39

- 40 ● Determine the proper shipping name
- 41 ● Determine the proper labeling and placement requirements
- 42 ● Determine the proper application and marking requirements
- 43 ● Prepare the proper shipping documents (i.e., Hazardous Waste Manifest, Bill of  
44 Lading, LDR notification form, etc.)

1 **QUALIFICATION CARD:** Sampling Team (ST-01)

2  
3 **DURATION:** 1 month

4  
5 **PREREQUISITES:** HWW-101 - Hazardous Waste Worker/Hazardous Waste  
6 Responder

7  
8 **SCOPE:** This qualification card must be completed by all candidates prior  
9 to performing sampling tasks without the direct supervision of a  
10 qualified person. This qualification ensures that the sampler will  
11 collect samples in a way that will protect the sampler and the  
12 integrity of the sample collected.

13  
14 **REFERENCES:** WIPP Sampling Team Qualification Guide ST-01G  
15 WP 02-EC.05 Quality Assurance Project Plan for WIPP Site  
16 Effluent and Hazardous Materials Sampling  
17 WP 02-EC.06 WIPP Site Effluent and Hazardous Materials  
18 Sampling Plan

19  
20  
21 **QUALIFICATION CARD DESCRIPTION** (by category)

22  
23 **1. Knowledge Requirements**

24  
25 Demonstrate basic knowledge of hazardous waste sampling protocol such as:

- 26  
27
  - Preventing cross-contamination of samples and equipment
  - Importance of the a chain-of-custody
  - Purpose of the field logbook and documentation
  - Labeling and sealing procedures
  - Methods of obtaining various sample types (i.e. Toxicity Characteristic Leaching Procedure (TCLP) organics, volatile organic compounds, TCLP metals)

28  
29  
30  
31  
32  
33  
34 **2. Safety Requirements**

35  
36 Demonstrate knowledge of the safety requirements for sampling activities such as:

- 37  
38
  - Level of ~~personal protective equipment (PPE)~~ needed for various sampling situations
  - Actions to take when encountering damaged or bulging containers
  - Importance of the “Buddy System”

39  
40  
41  
42 **3. Practical Requirements**

- 43  
44
  - Correct and safe use of sampling equipment
  - Collection of a given sample preventing cross-contamination

- 1       ●   Labeling and sealing sampling containers
- 2       ●   Completion of the Chain-of-Custody form

1 **QUALIFICATION CARD:** Sampling Team Assistant (STA-01)

2  
3 **DURATION:** 1 month

4  
5 **PREREQUISITES:** HWW-101 - Hazardous Waste Worker/Hazardous Waste  
6 Responder

7  
8 **SCOPE:** This qualification card must be completed by all candidates prior  
9 to performing sampling tasks without the direct supervision of a  
10 qualified person. This qualification ensures that the sampler will  
11 collect samples in a way that will protect the sampler and the  
12 integrity of the sample collected.

13  
14 **REFERENCES:** WIPP Sampling Team Qualification Guide ST-01G  
15 WP 02-EC.05 Quality Assurance Project Plan for WIPP Site  
16 Effluent and Hazardous Materials Sampling  
17 WP 02-EC.06 WIPP Site Effluent and Hazardous Materials  
18 Sampling Plan

19  
20  
21 **QUALIFICATION CARD DESCRIPTION** (by category)

22  
23 **1. Knowledge Requirements**

24  
25 Demonstrate basic knowledge of hazardous waste sampling protocol such as:

- 26  
27
  - Preventing cross-contamination of samples and equipment
  - Importance of the chain-of-custody
  - Purpose of the field logbook and documentation
  - Labeling and sealing procedures
  - Methods of obtaining various sample types (i.e., TCLP organics, volatile organic compounds, TCLP metals)

28  
29  
30  
31  
32  
33  
34 **2. Safety Requirements**

35  
36 Demonstrate knowledge of the safety requirements for sampling activities such as:

- 37  
38
  - Level of ~~personal protective equipment (PPE)~~ needed for various sampling situations
  - Actions to take when encountering damaged or bulging containers
  - Importance of the “Buddy System”

39  
40  
41  
42 **3. Practical Requirements**

- 43  
44
  - Correct and safe use of sampling equipment
  - Collection of a given sample preventing cross-contamination

- 1       •   Labeling and sealing sampling containers
- 2       •   Completion of the Chain-of-Custody form

1 **QUALIFICATION CARD:** Waste Handling Hoist Equipment Operator

2  
3 **DURATION:** Approximately 12 to 15 months

4  
5 **SCOPE:** The Waste Handling Hoist Equipment Operator Qualification (M-  
6 30) prepares the candidate to be a qualified man-hoist operator.  
7 All of the requirements for the applicable qualification must be  
8 completed prior to operating the Waste Handling Hoist unless  
9 under the direct supervision of a qualified operator.

10  
11 **REFERENCES:** Waste Handling Hoist Equipment Operator Qualification Card  
12 Guide (M-30G)  
13 Waste Handling Shaft Operation Procedure

14  
15 **QUALIFICATION CARD DESCRIPTION** (by category)

16  
17 **1. Equipment Knowledge**

18  
19 Demonstrate knowledge of the following systems associated with the Waste Hoist:

- 20  
21 ● Major components of the Waste Hoist in the headframe and collar areas  
22 ● Major components of the Waste Hoist electrical systems  
23 ● Be able to describe the correct operations of all Waste Hoist systems and their  
24 interrelationships

25  
26 **2. Equipment Safety**

27  
28 Demonstrate knowledge of all safety systems associated with the Waste Hoist and how  
29 their functions affect hoist operation.

30  
31 Describe the correct response of the operator when safety features are actuated.

32  
33 **3. Equipment Practical**

34  
35 Perform normal startup and shutdown of all Waste Hoist systems.

36  
37 Perform normal hoisting operations for material and personnel in all modes of operation.

38  
39 **4. Classroom Training**

40  
41 Receive formal training in electrical safety.

42  
43 **5. Required Reading**

44  
45 Read the appropriate related procedures for waste hoist operation.

1 **QUALIFICATION CARD:** Waste Handling Shaft Tender Operator

2  
3 **DURATION:** Approximately 7 months

4  
5 **SCOPE:** The Waste Handling Shaft Tender Operator Qualification (M-31)  
6 prepares the candidate to operate controls and systems located at  
7 both the collar area (surface) and the station area (underground) at  
8 the Waste Shaft. All the requirements for this qualification must  
9 be completed prior to operation of Waste Shaft systems unless  
10 under the direct supervision of a qualified operator.

11  
12 **REFERENCES:** Waste Handling Shaft Tender Qualification Guide (M-31G)  
13 Waste Handling Shaft Operation Procedure

14  
15 **QUALIFICATION CARD DESCRIPTION** (by category)

16  
17 **1. Equipment Knowledge**

18  
19 Demonstrate knowledge of the following Waste Shaft equipment at the collar and station:

- 20  
21 ● Waste Shaft controls  
22 ● Communication systems  
23 ● Conveyance control panels  
24 ● Cage and its capacity

25  
26 **2. Equipment Safety**

27  
28 Demonstrate knowledge of all safety systems and devices associated with the Waste Hoist.

29  
30 Describe the position responsibilities with regard to shaft safety and who to contact during  
31 abnormal conditions.

32  
33 **3. Personnel Safety**

34  
35 Demonstrate knowledge of the requirements for all personnel who wish to enter the  
36 underground via the Waste Shaft.

37  
38 Demonstrate knowledge of actions required during all work in and around the Waste Shaft  
39 or surrounding areas.

40  
41 **4. Equipment Maintenance**

42  
43 Describe the maintenance and inspection duties of both the collar and station tender.

44  
45 **5. Equipment Practical**

- 1
- 2        Perform pre-shift inspections of the collar and station areas.
- 3
- 4        Perform all record keeping duties of the shaft tender.
- 5
- 6        Demonstrate proper operation of the Local Control Stations, Pivot Rail System, and Bell
- 7        Systems.