

# ADC TRAINING CALENDAR

Employee name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Title: \_\_\_\_\_

Course Name	Refresher Frequency	Training Type	Note	2007	Emp. Int.	Trainer Int.	Date
RCRA ( Part I)	Annually	LMS Clarity Net	(2)	1/30/07			
RCRA ( Part II)	Annually	LMS Clarity Net	(2)	1/30/07			
Formaldehyde Awareness	Annually		(1)	2/28/07			
Lockout / Tag Out - Authorized Employees	Annually		(2,6)	2/28/07			
Organic Peroxide Awareness "Keep it Cool, Keep it Clean"	Annually	Video Tape		2/28/07			
Methylene Diphenyl Diisocyanate (MDI) FRP Foams if applicable	Annually	Training module from Huntsman		3/30/07			
Driver Conduct -Accident Scene	Every 2 Years	Video Tape		4/30/07			
Incipient Fire Fighting	Annually	LMS Clarity Net also hands on	(2)	4/30/07			
Lab Safety	Every 2 Years	LMS Clarity Net	(7)	4/30/07			
Spill Response/ Safety Orientation	Annually	LMS Clarity Net	(2,5)	4/30/07			
Hearing Protection	Annually	LMS Clarity Net	(1)	5/30/07			
Load Securement	Every 3 Years	Compliance Kit 009		5/30/07			
Space Cushion Driving Refresher	Annually	Compliance Kit 018		5/30/07			
Ergonomics	Every 2 Years	LMS Clarity Net		6/30/07			
Respirators	Annually	LMS Clarity Net also hands on	(2)	6/30/07			
Respirators-Supplied Air	Annually	LMS Clarity Net also hands on	(2)	6/30/07			
Hot Work- Awareness	Every 2 Years	Compliance Kit 007		7/30/07			
Confined Space Entry- Awareness	Every 2 Years	LMS Clarity Net		8/30/07			
Personal Protective Equipment	Annually	LMS Clarity Net also hands on	(2)	8/30/07			
Emergency Action Plan/Drill	Annually	Practice drill fire, weather, inc.	(2)	9/30/07			
Drivers Hours & Daily Logs	Annually	Video Tape / Manager		10/30/07			
HAZWOPER - First Responder	Annually	Certified Instructor lead		10/30/07			
HAZWOPER Awareness	Annually	LMS Clarity Net	(8)	10/30/07			
Benzene Awareness	Annually	ADC Safety Presentaion	(1)	11/30/07			
TSCA (Toxic Substance Control Act)	Every 2 Years	LMS Clarity Net		11/30/07			
Air Shipment Training Program	Every 2 Years	IATA - 5 set CBT in LIS		9/30/07T			
Waste Release & Reduction Management	Every 2 Years	Compliance Kit 010		9/30/07T			

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## Notes:

The preferred media for training is LMS Clarity course. Other acceptable media are CBT systems and Compliance kits. Always document training in LMS. Even if training is done in classroom setting in plant.

- (1) - Training required where exposures exceed the OSHA Action Level
- (2) - If Properly documented, it is not necessary to repeat training on this subject during HAZWOPER training.
- (3) - Training must consist of a combination of formal instruction(LMS, CBT, Video), practical training (Hands on) and evaluation of operators performance. Recertify after every training session and keep certificate on file.
- (4) - Two people from each site should be trained on media response
- (5) - The Safety Orientation CBT Module replaces the training contained in ACC Compliance Kit 013 "Spill Response Plan"
- (6)- All 'authorized' employees must demonstrate the ability to properly LockOut/Tag Out equipment.
- (7)- Training is required for those locations with a lab.
- (8)- ADC RCRA Part B and Transfer facilities require specific initial (24 Hour) and (8 hour) annual refresher training. Contact ES Compliance Manager for specifics.
- (9)- Have certificate on file and updated after every training session.