

Upon completion of this dangerous goods training section, you should be able to:

- Identify the requirements of employee training.



Training - General

- Training is required within 90 days of employment for all employees who ship dangerous goods
- Self-training must meet the requirements of 49 CFR and include Security Awareness Training
- Training must also:
 - Include general familiarization, function-specific information, and safety training
 - Occur every two years if shipping by air, or every three years if shipping by ground only

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Employee training is an important element when shipping dangerous goods:

- If you are audited by the Federal Aviation Administration (FAA), TSA or the DOT your training records are evaluated first.
- Training requirements state that an employee may only be certified in areas in which they can successfully perform their duties.
- Training is required within 90 days of employment for all laboratory employees who ship dangerous goods.
- Self-training is acceptable as long as it meets the requirements of 49 CFR 172.700. which state that the training must include general familiarization, function-specific information, and safety training.
- Training must occur every two years if shipping by air, or every three years if shipping only by ground.



Training - General

- Retain complete records of Dangerous Goods training, including:
 - Employee name
 - Training date
 - Description, copy, or reference to training materials used
 - Name and address of company providing the training
 - Copy of completed test certification

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Accurate training records must be retained in the event of an audit:

- In general, these records must include: the employee's name, the most recent training completion date, and a description or copy of the training materials used, such as a copy of this presentation.
- While it is the hazmat employer's responsibility to ensure that a hazmat employee is properly trained and tested, the employer may designate an outside source to train, and test employees on their behalf. The employer must determine a trainer's qualifications based on the employer's need. Once the training is completed, the name and address of the training organization must be retained.
- A test that ensures the employee can perform the assigned duties in compliance with the regulations is required. No specific format must be used. Training and testing may be accomplished in a variety of ways—performance, written, verbal, or a combination. Once the test is completed, a copy of the test or a certificate issued stating the test was taken must be retained for as long as the employee is working and for 90 days after they leave.



Training - Security Awareness

- Security Awareness Training fulfills the requirements of 49 CFR 172.704 (a)(4)
- Security Awareness Training is required for all laboratory employees who ship dangerous goods:
 - Required within 90 days of employment
 - Recommended as soon as possible

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Security Awareness Training is required for all employees who ship dangerous goods:

- Fulfills the requirements of 49 CFR 172.704 (a)(4).
- Required within 90 days of employment.
- Recommended as soon as possible.



Training - Security Awareness

- Security Awareness Training must include:
 - Risks of transporting dangerous goods
 - Methods of enhancing transport security
 - Ways to recognize security risks
 - Steps for responding to security threats

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Training - Written Security Plan

- Some shipping commodities require a written security plan:
 - Highway Route Controlled Class 7
 - More than 25 kilograms of 1.1, 1.2, 1.3 (explosives)
 - More than 1 liter package of Poison Inhalation Hazard Zone A
 - Bulk hazmat packages \geq 3500 grams
 - Quantity requiring placards
 - Select agents or toxins

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There are six shipping commodities that require a written security plan:

- For training purposes, you should know about this requirement. Most laboratories do not ship these commodities, so written security plans are not usually needed.
- If you transport, ship, or offer any of these commodities, you must not only have a written security plan—you must also provide In-Depth Security Training in addition to Security Awareness Training.



Training – In-depth Security Training

- Employees handling commodities that require a written security plan must complete In-depth Security Training in addition to Security Awareness Training
- In-depth security training must include:
 - Actions to take during a security breach
 - Company security objectives
 - Specific security procedures
 - Employee responsibilities
 - Organizational security structure
- Security Training Website:
<http://www.phmsa.dot.gov/staticfiles/PHMSA/Hazmat/digipak/index.html>

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- Employees who handle commodities requiring a written security plan must complete In-depth Security Training in addition to Security Awareness Training.
- In-depth security training must include: actions to take during a security breach, company security objectives, specific security procedures, employee responsibilities, and organizational security structure
- For training purposes, you should know about this requirement. But since most laboratories do not ship commodities requiring a written security plan, In-depth Security Training is not usually needed.
- If you need assistance with In-depth Security Training or Security Awareness training, the DOT has a free security training module on their website as well as an area where you can order a CD free of charge. The link . Contact information for the DOT, including a link to this training module, is found in the reference section.



General Security Guidelines

- General industry guidelines for the security of dangerous goods:
 - Keep storage areas locked
 - Keep updated and accurate inventories
 - Conduct regular inspections of storage areas
 - Conduct security spot checks of personnel and vehicles
 - Lock all equipment
 - Restrict access of non-employees

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In general, train employees to follow industry guidelines for the security of dangerous goods. This includes:

- Keeping storage areas locked.
- Keeping updated and accurate inventories.
- Conducting regular inspections of storage areas.
- Conducting security spot checks of personnel and vehicles.
- Locking all equipment.
- Restricting laboratory access of those who are not employees.