



Division 6.2 Materials Training Record

Employee Name: _____

As the employer, I certify that the hazmat employee identified on this training record has been trained and tested as required by the Hazardous Materials Regulations, Subpart H.

Signed: _____ Date: _____

General Awareness/Familiarization			
Description, Copy, and Location of Training	Training Provided By	Test/Score	Date Trained
General Division 6.2 Information Location: http://www.cdc.gov/labtraining/	CDC Packaging and Shipping Division 6.2 Materials for Laboratory Personnel		

Function Specific			
Description, Copy, and Location of Training	Training Provided By	Test/Score	Date Trained
Packing Marking and Labeling- Location: http://www.cdc.gov/labtraining/	CDC Packaging and Shipping Division 6.2 Materials for Laboratory Personnel		
Demonstrate Packing Marking and Labeling – checklist attached			

Safety Training			
Description, Copy, and Location of Training	Training Provided By	Test/Score	Date Trained
	CDC Packaging and Shipping Division 6.2 Materials for Laboratory Personnel		
OSHA Bloodborne Pathogen Training Location:			

Security Training			
Description, Copy, and Location of Training	Training Provided By	Test/Score	Date Trained
Hazardous Materials Transportation Safety for Laboratorians Location: http://www.cdc.gov/labtraining/			

Laboratory Security Plan and Training Location:			
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CDC Training Crosswalk

Indicate employee responsibilities or facility characteristic with a √. Determine whether the CDC resource will meet your needs or whether training must be supplemented with other resources. CDC does not currently offer training to meet all the needs of most facilities.

√	Tasks Employee May Perform	CDC Training Resource	Training Resource Used
	Prepare a shipping paper (e.g. a shipper's declaration form, air waybills)	CDC Packaging and Shipping Division 6.2 Materials for Laboratory	
	Sign a shipper's declaration form	CDC Packaging and Shipping Division 6.2 Materials for Laboratory	
	Classify Division 6.2 materials	CDC Packaging and Shipping Division 6.2 Materials for Laboratory	
	Select packaging for Division 6.2 materials	CDC Packaging and Shipping Division 6.2 Materials for Laboratory	
	Pack hazardous materials for transport	CDC Packaging and Shipping Division 6.2 Materials for Laboratory	
	Label or marking a package contains hazardous materials	CDC Packaging and Shipping Division 6.2 Materials for Laboratory	
	Security Awareness	CDC Packaging and Shipping Division 6.2 Materials for Laboratory	
	Transport hazardous materials in commerce ¹		
√	Facility Characteristics	CDC Training Resource	Training Resource Used
	Bloodborne Pathogens Present ²		
	Select Agent Approved ³		

- 1 For example, courier drivers.
- 2 OSHA BB Pathogens training offered by most facilities will meet this need.
- 3 If facility is Select Agent, approved training to the facility plan must be offered.

Retain this record until 90 days after employee's last date of employment with your facility.



Training Responsibilities of Hazmat Employer

A hazmat employee is anyone who affects the transport of hazardous materials. Hazardous materials transported from clinical laboratories include, but are not limited to, cultures and patient specimens assigned to UN3373, UN2814, and UN2900 and refrigerants, such as dry ice.

The employer of those who offer or transport hazardous materials in commerce (hazmat employer) is required to ensure proper training for all hazmat employees and to verify that each employee's performance on a test is satisfactory to perform his/her assigned hazmat function. The hazmat employer certifies that each hazmat employee has met the regulatory training requirements and is competent to perform his assigned hazmat function. In addition, the hazmat employer is responsible for maintaining training documentation and certification records.

Training and the resulting certification process for each hazmat employee should be completed within 90 days of hire or reassignment to a job that affects the transport of those types of materials. Training can be conducted by the employer or provided by a third party. If the responsibility of training is delegated to another person or agency, document that the training meets the requirements outlined in 49 CFR for training hazmat employees. Although prior training is acceptable, the hazmat employer is responsible for verifying that an employee's prior training is relevant to his current job function.

In some cases, additional training (e.g. safety procedures and security awareness) may be required. Bloodborne pathogen training and testing may meet all or part of the required hazmat safety training. The Department of Transportation (DOT) provides a free online security awareness training. The DOT security awareness training is not specific for cultures, patient specimens, or other infectious materials. However, completion of the module and test *will* satisfy the security awareness training requirement. If an employer feels it is more appropriate to provide security awareness training that is specific for the types of specimens being packed and transported, keep a copy or reference of that training, document the training and subsequent testing for each employee.

Facilities that are registered to store and handle select agents must meet additional security requirements that are not outlined in this training module. Most are met as part of the approval process to possess select agents.

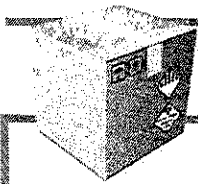
Recurrent training and subsequent testing must occur at least once every (3) years to meet the Department of Transportation regulations. Documentation of the most current training and the

resulting certification must be kept throughout the entire time that an individual is required to perform a hazmat function and for 90 days afterwards.

The hazmat employer is responsible for certifying that each hazmat employee is trained properly.

Summary of employer hazmat training responsibilities:

1. Assure that the training is specific to the job duties performed by an individual
2. Stay abreast of changing regulations and provide updates as needed
3. Be in contact with the carrier you use and assure that you are meeting the carrier's most recent rules
4. Keep records of the curriculum and content of each training session
5. Certify that the individual has been properly trained in accordance with his work responsibilities and has passed a test to assure competency
6. Maintain the most current training records throughout the entire course of employment of an individual while he is performing a hazmat function and 90 days thereafter



Packaging Division 6.2 Materials

Employer's Responsibilities – Training Employees Shipping Hazardous Materials

Develop a training policy for Hazardous Materials training.

Offer training for:

- Bloodborne Pathogens
- Hazardous Materials
- General security training

Facility specific security training - if the laboratory handles Select Agents

Identify employees requiring training.

Determine the functions and responsibilities of each employee with regard to hazardous materials.

Test and document employee competence as needed.

Train all employees within 90 days of employment.

Provide recurring training as needed.

- Every two years IATA
- Every 3 years DOT, Joint Commission and CAP
- Change in job responsibilities
- Changes in regulations

Changes in laboratory needs (e.g. Laboratory seeks Select Agent approval).

Certify that employee training is consistent with function and responsibilities.

Maintain records of certification.



