

Document 08.1 – Types of Training

Version Number: 3
 Version Date: October 13, 2011

Job Specific Training

1. General training of direct job responsibilities are accomplished on-the-job. Responsibilities are summarized in Element 3 – Critical Control Points. According to Rule 10 of the Personnel Rules, each employee is evaluated annually through the performance evaluation system to document job competence. Standard operating procedures and work instructions to meet legal requirements, environmental impacts, and public acceptance. Applicable legal and other requirements. Preventive and corrective actions
2. Documentation, document control and recordkeeping.

EMS Awareness Training

EMS Awareness Training will include information regarding the following:

3. The District’s biosolids policy and the National Biosolids Partnership’s Code of Good Practice
4. The District’s EMS for biosolids management
5. The biosolids value chain, critical control points and operational controls
6. Communications and public outreach efforts
7. Monitoring and measurement
8. Non-conformances

Contractor Training

Biosolids Contractors are required to train each employee to ensure proper job performance, as specified in the Detail Specifications of the biosolids contracts

Revision History

Version Number	Version Date	Description of Revision
0	7/28/05	Original issue
1	5/9/2008	Removed Orientation Training Paragraph
2	10/8/09	Updated Job Specific and EMS Awareness Training to reflect current practices.
3	10/13/11	Edited Footer with Official Document Location