

# RUST FEDERAL SERVICES

Nuclear Remedial Services

## Procedure Title/Approval

TRAINING PROCEDURE

Procedure No. NRS-TN-002 Revision: 1

Stallin  
Prepared By

3/4/94  
Date

Wayne Gaud  
Health and Safety

3/4/94  
Date

James R. Bush  
Engineering

3/4/94  
Date

Arnold A. Williams  
ALARA

3/4/94  
Date

Richard Mays  
Quality Assurance

3/8/94  
Date

[Signature]  
Manager Approval

3/8/94  
Date

[Signature]  
General Manager Approval

3/15/94  
Date

LIST OF EFFECTIVE PAGES  
(Revision Level 0 = Original Document)

Page #	Revision Level	Page #	Revision Level	Page #	Revision Level
1	1	25	1	A-11	1
2	1	26	1	A-12	1
3	1	27	1	A-13	1
4	1	28	1	A-14	1
5	1	29	1	A-15	1
6	1	30	1	A-16	1
7	1	31	1	A-17	1
8	1	32	1	A-18	1
9	1	33	1	B-1	1
10	1	34	1	B-2	1
11	1	35	1	B-3	1
12	1	36	1	B-4	1
13	1	37	1	C-1	1
14	1	38	1	C-2	1
15	1	A-1	1	C-3	1
16	1	A-2	1	C-4	1
17	1	A-3	1	D-1	1
18	1	A-4	1	D-2	1
19	1	A-5	1	D-3	1
20	1	A-6	1	D-4	1
21	1	A-7	1	D-5	1
22	1	A-8	1	D-6	1
23	1	A-9	1	E-1	1
24	1	A-10	1	E-2	1

LIST OF EFFECTIVE PAGES  
(Revision Level 0 = Original Document)

Page #	Revision Level	Page #	Revision Level	Page #	Revision Level
E-3	1	I-5	1		
E-4	1	J-1	1		
F-1	1	J-2	1		
F-2	1				
F-3	1				
G-1	1				
G-2	1				
G-3	1				
G-4	1				
G-5	1				
G-6	1				
G-7	1				
G-8	1				
G-9	1				
G-10	1				
G-11	1				
G-12	1				
H-1	1				
H-2	1				
H-3	1				
I-1	1				
I-2	1				
I-3	1				
I-4	1				

## Table of Contents

	<u>Page #</u>
1.0 SCOPE . . . . .	6
1.1 Purpose . . . . .	6
1.2 Applicability . . . . .	6
2.0 REFERENCES . . . . .	6
3.0 DEFINITIONS . . . . .	6
4.0 TRAINING PATH . . . . .	10
5.0 DETAILED TRAINING PROCEDURES . . . . .	12
5.1 Certification . . . . .	12
5.2 Recertification . . . . .	13
5.3 Disqualifications . . . . .	16
5.4 Examinations . . . . .	17
5.5 External Training Organizations . . . . .	19
5.6 Formal Instruction . . . . .	20
5.7 Learning Objectives . . . . .	21
5.8 Lesson Plans . . . . .	21
5.9 On-the-Job training . . . . .	22
5.10 Oral Boards . . . . .	22
5.11 Oral Interviews . . . . .	25
5.12 Practical Factors . . . . .	27
5.13 Project Specific Training . . . . .	28
5.14 Qualification Card . . . . .	28
5.15 Qualification Challenge . . . . .	29
5.16 Qualified Trainer . . . . .	30
5.17 Technical Refresher Training . . . . .	31
5.18 Training Modules . . . . .	31
5.19 Training Needs Analysis and Task Analysis . . . . .	32
5.20 Training Report . . . . .	32
5.21 Training Update . . . . .	33
5.23 Audits . . . . .	33
6.0 TRAINING CURRICULUM . . . . .	33
7.0 TRANSFER OF CNSI/CNES CERTIFICATIONS TO NRS . . . . .	34
8.0 TRAINING RECORDS . . . . .	37
Appendix A      Training Records	
Appendix B      Examination Format	
Appendix C      Lesson Plan Format	



Appendix D	Oral Board/Interviews
Appendix E	Qualification Card Format
Appendix F	Training Requirements Matrix
Appendix G	Training Curriculum
Appendix H	Quality Assurance Training Curriculum
Appendix I	Sub-Contractor Personnel Curriculum
Appendix J	Approved Training Related Abbreviations

## 1.0 SCOPE

### 1.1 Purpose

The purpose of this procedure is to describe the functional implementation of the Training Plan, PL-NRS-1191-003, for RUST Federal Services (RUST) Nuclear Remedial Services (NRS).

### 1.2 Applicability

The provisions of this procedure shall apply to all employees of NRS.

## 2.0 REFERENCES

- 2.1 PL-NRS-1191-003, Training Plan
- 2.2 NRS-AD-002, Records Management Procedure
- 2.3 Dept. of Energy Order 5480.11, Radiation Protection for Occupational Workers
- 2.4 10 CFR Part 19, Notices, Instructions, and Reports to Workers; Inspections
- 2.5 10 CFR Part 20, Standards for Protection Against Radiation
- 2.6 29 CFR, Labor
- 2.7 40 CFR, Protection of the Environment
- 2.8 49 CFR, Transportation
- 2.9 NRS-RP-016, Respiratory Protection Procedure
- 2.10 NRS-TN-003, Training and Certification of Hazardous Materials Brokers
- 2.11 NRS-TN-004, NRS Mobile Laboratory Training Procedure and Documentation
- 2.12 U.S. DOE Radcon Manual
- 2.13 ANSI/ANS-3.1-1987
- 2.14 NRS-AD-007, Nuclear Remedial Services Health Physics Policy Manual

## 3.0 DEFINITIONS

Definitions of words and phrases that are applicable to this procedure are as follows:

- 3.1 AUDIT - A planned and documented formal review of the effectiveness and compliance of the overall training program, or a portion of the training program, with established instructions, procedures, and other applicable guidelines.
- 3.2 BASIC RADIATION WORKER EXEMPTION - A training record that documents the evaluation of a previously trained and experienced radiation worker as approved by DHP. This is

done to allow that person to challenge the basic radiation worker examination.

- 3.3 BASIC RADIATION WORKER QUALIFICATION - This qualification serves to ensure that the individual is thoroughly trained in the standards for radiological controls and has a clear understanding of the risks associated with exposure to ionizing radiation. In some instances, the basic radiation worker exemption may be utilized to certify experienced individuals as basic radiation workers.
- 3.4 CERTIFICATION - The verification and final acceptance of an individual's qualification in a given area, thus allowing the employee to function in that capacity.
- 3.5 DISQUALIFICATION - The cancellation of an employee's certification in a given qualification. This shall be accomplished by line management with recommendations from the training coordinator (TC).
- 3.6 DIVISION ORIENTATION - The process of familiarizing new employees with the requirements, policies, and procedures that will be expected to be adhered to and to introduce new employees to key personnel in the organization.
- 3.7 EMPLOYEE TRAINING FILE - A document that includes all the completed training records for an individual employee.
- 3.8 EXAMINATION - A written test designed to evaluate an employee's understanding of a given topic. Examinations must be reviewed by the Training Coordinator and approved by the cognizant line management.
- 3.9 EXTERNAL TRAINING ORGANIZATION - An organization, outside the NRS organization, with whom NRS has contracted to perform training functions.
- 3.10 FIRST AID/CPR TRAINING - Training which is given by, or is equivalent to that given by, the American Red Cross.
- 3.11 FORMAL INSTRUCTION - Training which is given in a structured classroom setting. The instructor must be a qualified trainer and utilize an approved lesson plan.
- 3.12 LESSON PLAN - A written document that will be used as the instructor's guide in conducting a formal instruction. All lesson plans must be reviewed and recommended for approval by the Training Coordinator.
- 3.13 LINE MANAGEMENT - Those supervisors, managers, and

senior managers who have responsibility for the training of their employees.

- 3.14 MINIMUM PASSING SCORE - For all qualification examinations and refresher examinations the overall minimum score that is considered to be passing is 80%, with no one area less than 70%. For all qualification challenge examinations the minimum score that is considered to be passing is 90% in all areas.
- 3.15 ON-THE-JOB TRAINING (OJT) - That training accomplished by the actual performance of work related activities under the direct supervision of a qualified trainer. OSHA requirements for actual field experience are stated in reference 2.7.
- 3.16 ORAL BOARD - A formal oral evaluation of an employee's comprehension of a given qualification area with the purpose of recommending an employee for certification in that area. Oral boards are required for the senior levels of qualification. The board will be comprised of a board chairperson and at least two other senior members of the NRS organization that have significant knowledge in the qualification area and are approved by the TC.
- 3.17 ORAL INTERVIEW - An oral evaluation of an employee's comprehension of a given qualification area. An oral interview is less formal than an oral board and is used as a tool to recommend junior levels of qualifications for certification or to evaluate an employees level of knowledge. An oral interview is performed by one or more qualified trainer(s) with the candidate.
- 3.18 OSHA 24 HOUR TRAINING - The 24 hours of training that meets the requirements stated in 29 CFR 1910.120.
- 3.19 OSHA 40 HOUR TRAINING - The 40 hours of training that meets the requirements of 29 CFR 1910.120.
- 3.20 OSHA FIELD EXPERIENCE - The actual field experience required for employees as stated in 29 CFR 1910.120.
- 3.21 OSHA REFRESHER TRAINING - The 8 hours of training required annually for an individual to retain his/her certifications as being OSHA trained as required by 29 CFR 1910.120.
- 3.22 OSHA SUPERVISORY TRAINING - The 8 hours of training above 40 hour OSHA training that is required for all personnel functioning in a supervisory role as stipulated in 29 CFR 1910.120.

- 3.23 PRACTICAL FACTOR - A training method used to ensure that an employee is actually able to perform a job related task. This may require the use of mock-ups to accomplish the task.
- 3.24 PROCTOR - An individual designated by the TC to act by his authority in administering examinations.
- 3.25 QUALIFICATION CARD - A document covering predetermined topics of a specific nature which is completed to provide a training record that an employee has demonstrated sufficient knowledge in a given area of qualification to merit being certified to function in that capacity.
- 3.26 QUALIFICATION CHALLENGE - The act of an individual taking an examination for a given qualification area prior to completing the qualification card. This is done on a case-by-case basis for previously trained and experienced personnel. Successful completion of the challenge examination will allow the TC and line management to abbreviate the training requirements specified in the qualification card for the qualification area being challenged. Approval for an individual to challenge an examination is granted by the TC and line management.
- 3.27 QUALIFICATION DATE - The date when certification is achieved in a given area.
- 3.28 QUALIFIED TRAINER - An individual who is authorized to train an employee and sign qualification cards in a given area of qualifications. The Training Coordinator will maintain a list of Qualified Trainers with their signatures and initials for verification.
- 3.29 RECERTIFICATION - The recertification of an individual's qualification each year by completing any technical refresher training as determined necessary by the TC and passing a refresher examination with at least the minimum passing score.
- 3.30 RECERTIFICATION DUE DATE - For most area of qualifications, recertification is due each year unless otherwise specified.
- 3.31 REFRESHER EXAMINATION - A written test given in conjunction with annual recertification.
- 3.32 BROKER/TRAINING SUPERVISOR - The individual responsible for overseeing the NRS Hazardous Material Brokering Program and coordinating all NRS Training activities through the TC.



- 3.33 TRAINING COORDINATOR (TC) - The individual, appointed by the General Manager, NRS, who has the responsibility for functionally implementing, maintaining, and updating the division's overall training program.
- 3.34 TRAINING CURRICULA - The specific training requirements for the employees of NRS.
- 3.35 TRAINING MODULES - Training materials grouped in an orderly package such that the material stands alone as a course for a given topic. An example of a training module would be for Lock Out/Tag Out training.
- 3.36 TRAINING NEEDS ASSESSMENT - An evaluation of the anticipated training needs for an individual with the goal of defining what training requirements are applicable for the individual to complete in order to perform satisfactorily in his or her job description.
- 3.37 TRAINING PROCEDURE - A document which describes the functional implementation of the NRS training plan.
- 3.38 TRAINING PROGRAM - The overall functions encompassed by the training plan, training procedures, and associated documentation.
- 3.39 TRAINING RECORD - Any document used to evaluate, examine, certify, or otherwise record data associated with an individual's training. Training records are generated by trainers and maintained by the TC.
- 3.40 TRAINING REPORT - A computer generated document issued by the TC on a periodic basis. This document will indicate those personnel that are past due on any recertification due date. This report may be maintained by means of electronic storage.
- 3.41 TRAINING UPDATE - A newsletter style document issued on a periodic basis to all employees which promulgates information on new requirements, procedural changes, or other pertinent topics.

#### 4.0 TRAINING PATH

- 4.1 In an effort to provide continuity among the many highly technical areas of qualification that NRS personnel are certified in, (see Appendix G), the standardized training path shall be used for all qualifications except those areas of qualification which are governed by a more specific guideline.

The standardized training path is as follows:

- 4.1.1 Pre-examination - Given to ascertain a candidates abilities and weaknesses so that they may be addressed during his/her qualification. Use of a pre-examination is optional.
- 4.1.2 Qualification card - Completed to document that the trainee has demonstrated sufficient knowledge and has completed all required practical factors to be further considered for certification.
- 4.1.3 Examination - A means to evaluate a trainee's understanding of the given topic or area of qualification through testing.
- 4.1.4 Oral interview/board - The final step prior to certification. This is an oral evaluation of the candidates understanding of the area in which he/she is attempting to obtain certification.
- 4.1.5 Certification - The verification and documentation of the completeness of a trainee's instruction and their understanding of a given area of qualification, thus allowing the candidate to function in that capacity.
- 4.1.6 Periodic Recertification - The recertification of an individual's qualification by completing technical refresher training if necessary and passing a refresher examination with at least the minimum passing score.
- 4.2 In an effort to ensure that all certified employees remain current on any procedural changes that may occur or other relevant topics, periodic training updates will be issued to affected employees.
- 4.3 All certified employees shall be recertified on a regularly scheduled basis. For most qualification areas, recertification shall be annually; however, the specific recertification criteria for each area shall be identified in the learning objectives. This recertification will consist of completing technical refresher training and the successful completion of the appropriate refresher examination. In most areas of training, the qualification path is progressive in nature, thus only the most senior area will require recertification and will encompass the lower levels.

## 5.0 DETAILED TRAINING PROCEDURES

### 5.1 Certification

- 5.1.1 The purpose of certification is to provide a final verification and acceptance that a candidate has successfully completed the required training path for a given qualification.
- 5.1.2 Certification shall be approved by the TC.
- 5.1.3 The TC shall perform all the following as a part of certification, using the certification checklist, Appendix A:
  - 5.1.3.1 Verify that all the applicable training records for the qualification's training path are on hand or otherwise verified.
  - 5.1.3.2 Ensure that all signature or initial items on each training record are completed or annotated appropriately and the signatures are those of a qualified trainer.
  - 5.1.3.3 Verify that all examination grades are at least the minimum passing score.
  - 5.1.3.4 Verify that all oral board or oral interview records are complete, properly filled out by a qualified trainer, and that the minimum passing score was achieved.
  - 5.1.3.5 Once the TC has completed the certification checklist, he/she shall file the checklist in the employee's training file.
- 5.1.4 As the final step of the certification process, the TC shall prepare and sign a certificate of completion, Appendix A.
- 5.1.5 The original certificate of completion shall be forwarded to the employee and a copy of the signed certificate shall be filed in the employee's training file.
- 5.1.6 The TC will update the training report, Appendix A, to reflect the employee's certification.

5.1.7 Once the certificate is signed and issued, the employee shall be considered to be certified to perform the functions of the qualification with all the associated responsibilities for that qualification.

5.1.8 Any records generated due to certification shall be forwarded to the TC for processing and ultimate filing in accordance with Reference 2.2.

## 5.2 Recertification

5.2.1 Periodic recertification is required for all employees in order to remain certified to function in a given area of qualification. (In some cases, recertification frequency may be other than annual.)

5.2.2 The actual recertification due date shall be the date one year after certification or recertification was granted, unless otherwise specified.

5.2.3 The TC shall issue the appropriate refresher information, examinations, or assignments, at least 30 days prior to the individual's recertification due date.

5.2.4 In order for an employee to achieve recertification he/she shall:

5.2.4.1 Possess active or suspended certification in the qualification area. (If in a disqualified status refer to section 5.3.3), and;

5.2.4.2 Complete the applicable portions of technical refresher training, and;

5.2.4.3 Complete a refresher examination with at least the minimum passing score. (80% overall with no area <70%).

5.2.5 The TC shall perform all of the following as a part of recertification, using the recertification checklist, Appendix A:

5.2.5.1 Verify that technical refresher training has been successfully completed if necessary.

- 5.2.5.2 Verify that the refresher examination is on file and that the score is passing.
  - 5.2.5.3 If applicable, verify that any re-examinations are on file and the score is passing.
  - 5.2.5.4 Verify that all signatures and initials are filled in and are those of a qualified trainer per the most recent revision of the authorized trainers list.
  - 5.2.5.5 Issue a certificate of recertification and place a copy in the employee's training file.
  - 5.2.5.6 Ensure that the training report is updated in a timely manner.
- 5.2.6 Should an individual not achieve recertification by the due date with an allowance of plus or minus 30 days, two options exist:

Note: The 30 day allowance does not apply to OSHA certifications or American Red Cross certifications.

- 5.2.6.1 The employee shall be disqualified in that area of certification.

Employee certifications will be revoked by disqualification and documented with a notice of disqualification, Appendix A, which shall be forwarded to the employee, the employee's direct supervisor, the unit manager, and the training file.

- 5.2.6.2 An extension of certification shall be completed.

In the event that an employee is unable to achieve recertification by the due date, the employee's line management and the TC, may, on a case by case basis, extend an employee's certification for the minimum amount of time required to allow the employee to complete his/her assignment. This extension shall in no case be greater than that which allows up to 90 days maximum extension from the original recertification due date and



shall be documented with a letter of extension, Appendix A, which shall be forwarded to the employee, the employee's direct supervisor, and the training file.

NOTE: This extension does not apply to OSHA certifications or American Red Cross certifications.

A table of the relevant time frames for the recertification process follows:

Time Frame	Event
Day 0	Recertification Due
Day 30	(1) End of Grace Period (2) Recertification Due, or Extension of Certification Due (60 days maximum extension)
Day 90	(1) Maximum Extension Ends (2) If extended, recertification is due (3) If recertification is not complete, disqualification is mandatory.

- 5.2.7 For those employees who are disqualified, the entire standardized training path for that area of qualification must be completed in order to become recertified.
- 5.2.8 For those employees that successfully complete recertification, a certificate (Appendix A) shall be prepared, signed by the TC, and forwarded to the employee, the employee's direct supervisor, and the training file.
- 5.2.9 For those employees who do not successfully pass the refresher examination. A second refresher examination may be taken. The second examination shall have different question content than the first. The maximum allowable time allowed for the employee to complete the second recertification examination is 30 days from the first recertification examination. If the employee successfully passes the refresher examination, he/she will be recertified.
- 5.2.10 In the event that an employee does not pass the second refresher examination, he/she shall be disqualified.

5.2.11 The TC shall periodically update the training report to reflect re-certifications.

### 5.3 Disqualifications

5.3.1 An employee's certification may, under certain circumstances, be removed by disqualification. In all cases, there must be due cause for this disqualification. Examples of acceptable causes for disqualification are:

5.3.1.1 Failure to achieve recertification.

5.3.1.2 An employee demonstrates an unacceptable level of understanding of the requirements for a qualification in which he/she is certified.

5.3.1.3 Repeated situational problems that indicate an inability to function effectively in his/her area of qualification.

5.3.1.4 Disciplinary problems that directly impact upon the employee's ability to perform his/her qualification effectively.

5.3.2 Disqualification shall be accomplished by the cognizant line management with recommendations from the TC and shall be documented on the notice of disqualification, Appendix A.

5.3.3 In order to be recertified, a disqualified employee shall:

5.3.3.1 Be recommended by line management, and;

5.3.3.2 Be recommended by the TC, and;

5.3.3.3 Complete the entire standardized training path for the area being certified.

5.3.4 All training records generated due to disqualification shall be forwarded to the TC for processing and ultimate filing in the employee's training file in accordance with Reference 2.2.

## 5.4 Examinations

- 5.4.1 Examinations for qualification shall be given when required by the applicable learning objectives or qualification card. Refresher examinations shall be given in conjunction with recertification. Pre-tests may be given in preparation for qualification.
- 5.4.2 All examinations shall follow the example examination format, Appendix B.
- 5.4.3 Each examination shall be generated using approved questions from the question bank or be an approved stand alone examination for that area of qualification. Question banks shall have questions with answers and references and shall be recommended and approved by the Training Coordinator and cognizant line management on the question bank cover sheet, Appendix A.
- 5.4.3.1 Control of the question bank shall be the responsibility of the Training Coordinator. It shall remain stored in a secured storage location when not in use.
- 5.4.4 All examinations should include the following areas of questioning. The specified percentages are suggested.
- |         |  |     |
|---------|--|-----|
| 5.4.4.1 | Theoretical                                      | 20% |
| 5.4.4.2 | Practical Applications                           | 20% |
| 5.4.4.3 | Policy, procedures,<br>and regulatory compliance | 20% |
| 5.4.4.4 | Calculations                                     | 20% |
| 5.4.4.5 | Casualty response                                | 20% |
- 5.4.5 All examinations shall be handled in a manner that will safeguard the content of the examination from compromise. Examinations shall be controlled by cognizant line management, the TC, or an approved proctor at all times.
- 5.4.6 In the event that an examination is to be inter-company mailed or otherwise transferred, it shall be placed into a sealed envelope to safeguard it from compromise and then mailed directly to the proctor or line management.
- 5.4.7 Examinations shall be administered by the TC or an approved proctor. The candidate shall be allowed

access to only those materials specified as materials needed for the examination.

- 5.4.8 The proctor shall be alert to potential cheating on examinations. In the event that cheating is detected, the examination shall be stopped, and all examination materials seized by the proctor. The TC and line management shall be notified of the situation as soon as possible. The individual shall not be allowed to pass the examination or to continue with his/her training path until evaluated by the TC and line management. Line management shall have responsibility for potential disciplinary actions against the candidate.
- 5.4.9 All proctors shall be approved by the TC.
- 5.4.10 Once the candidate has completed the examination, the proctor shall sign on the examination cover sheet, Appendix B, and shall forward the examination to the TC for grading. In some instances the TC may delegate responsibility for grading of the examination.
- 5.4.11 The TC, or a person designated by the TC, shall grade the examination using the answer key, and shall record the score on the examination cover sheet. The TC shall then forward the test to the proctor to be reviewed with the candidate. When reviewed, the candidate shall sign on the examination cover sheet to indicate his/her understanding.
- 5.4.12 The proctor shall then forward the examination to the TC for processing and ultimate filing with records management.
- 5.4.13 If the examination score is at least the minimum passing score, the candidate may proceed with his/her training path. In the event that the score is less than the minimum passing score, the candidate may attempt a re-examination in an effort to achieve the minimum passing score. The re-examination shall have different question content than the first examination.
- 5.4.14 If the score on the re-examination is at least the minimum passing score, the candidate may proceed with his/her training path. In the event that the score is less than the minimum passing score, the



TC and line management shall review the candidates potential ability to function effectively in the desired qualification. Based upon this review, the TC and line management shall:

5.4.14.1 Develop an upgrading program to increase the candidate's knowledge to an acceptable level and then allow the candidate to attempt another examination. Should the candidate not score the minimum passing score, he/she shall not be allowed to achieve certification in this area. The employee may be re-evaluated six months after the last unsuccessful examination, or;

5.4.14.2 Discontinue the candidates qualification efforts in that area.

5.4.15 All training records generated due to the examination process shall be forwarded to the TC for processing and ultimate filing in the employee's training file in accordance with Reference 2.2.

#### 5.5 External Training Organizations

5.5.1 In certain instances, it may be advantageous for NRS to utilize the services of an external training organization to provide specific training to NRS personnel.

5.5.2 All external training organizations shall be evaluated prior to use and then audited by the TC periodically thereafter to verify the quality and overall effectiveness of the training provided to NRS. The audit findings shall be documented and reviewed by the Cognizant Line Management. The audit findings shall be maintained with the initial evaluation.

5.5.3 The initial evaluation shall be performed by a responsible NRS employee approved by the TC. The evaluation shall be accomplished utilizing the external training organization evaluation record, Appendix A.

5.5.5 The use of an external training organization shall be recommended by the TC and his/her decision presented to the Cognizant Line Manager for approval/disapproval.



5.5.6 All training records generated due to the use of an external training organization shall be forwarded to the TC for processing and ultimate filing in accordance with Reference 2.2.

## 5.6 Formal Instruction

5.6.1 Formal instruction may be used when it is advantageous to accomplish training in a classroom setting.

5.6.2 Formal instruction shall be given by a qualified trainer using an approved lesson plan in accordance with Section 5.8.

5.6.3 It is the responsibility of the qualified trainer to be familiar with the content of the lesson plan to be presented. Should the qualified trainer have questions about the content of the lesson plan, he/she shall contact the TC for assistance.

5.6.4 The space selected for presenting the formal instruction shall be previewed by the qualified trainer to ensure that all necessary training aids are available and that the space is suitable for the formal instruction to be given.

5.6.4.1 In the event that there is a problem with the space, or assistance is needed, the qualified trainer shall contact the TC.

5.6.5 An attendance sheet, Appendix A, shall be completed for each formal instruction.

5.6.6 A student information sheet, Appendix A, may be completed by all those in attendance to assist in the preparation of certificates.

5.6.7 At the conclusion of the formal instruction, a critique sheet, Appendix A, shall be given to each student to complete. Completed critique sheets shall be submitted to the TC for review to provide input for potential improvements or changes in the lesson plan.

5.6.8 Course completion certificates, Appendix A, will be given to attainments or completion will be otherwise documented.

5.6.9 For the individual to be considered to have satisfactorily completed a formal instruction,

he/she shall have attended at least 90% of the class and shall pass any examinations or task performance requirements.

- 5.6.10 Any training records generated due to conducting formal instruction shall be forwarded to the TC for processing and ultimate filing in accordance with Reference 2.2.

## 5.7 Learning Objectives

- 5.7.1 Learning objectives shall be prepared by the TC and approved for all areas of qualification and training offered. Learning objectives shall identify the specific knowledge, capabilities, experiences that are required for an individual to have sufficient knowledge to achieve certification in a given qualification.
- 5.7.2 The learning objectives shall be used as the basis for the preparation of the qualification card and examination question bank/examination for a given qualification area.
- 5.7.3 Learning objectives shall be recommended by the Training Coordinator and approved by the cognizant line management with the Lesson Plan it is associated with.
- 5.7.4 Learning objectives are specifically connected to one lesson plan only.

## 5.8 Lesson Plans

- 5.8.1 An approved lesson plan shall be utilized to give a formal instruction. This lesson plan shall contain all the required information to successfully present the formal training with the required content being drawn from applicable learning objectives.
- 5.8.2 The format of the lesson plan shall be in an outline style to allow the qualified trainer to easily follow along. When training aids are to be utilized, this shall be clearly indicated in the lesson plan.
- 5.8.3 A recommended format for a lesson plan is provided in Appendix D.
- 5.8.4 All lesson plans shall be written by the TC or a

person assigned by the TC.

5.8.5 All lesson plans shall be recommended by the Training Coordinator and approved by cognizant line management.

5.8.6 Control of lesson plans shall be the responsibility of the TC, who shall maintain a file for these materials. It is the responsibility of the qualified trainer using the lesson plan to return the lesson plan to the TC in a condition that will allow it to be readily reused.

#### 5.9 On-the-Job training

5.9.1 In some training situations, the use of on-the-job training (OJT) is an effective method to train a candidate in the requirements of the qualification being pursued.

5.9.2 The use of OJT shall be specified in the applicable qualification learning objectives and qualification card.

5.9.3 OJT shall be administered to an employee by a qualified trainer and documented on the associated qualification card.

5.9.4 In order to ensure that a candidate is properly monitored during the OJT, the qualified trainer shall not allow the candidate to perform any function independently. In all cases, the qualified trainer has responsibility for the functions being performed by the candidate.

5.9.5 It is of particular importance that good work habits and techniques be emphasized during the performance of OJT.

5.9.6 Any training records generated due to OJT shall be forwarded to the TC for processing and ultimate filing in the employee's training file.

#### 5.10 Oral Boards

5.10.1 The purpose of an oral board is to formally evaluate candidates for senior level qualifications with the purpose of recommending the candidate for certification in that area.

5.10.2 Oral boards shall be performed when specified by the applicable learning objectives or qualification card.

5.10.3 The minimum membership of the oral board shall be a board chairperson and two other individuals with significant knowledge in the qualification area. The members must possess qualifications at least equivalent to that being evaluated or have comparable formal education. The members of the oral board shall be approved by the TC.

5.10.3.1 The Chairperson of the oral board shall be a Certified Professional in the discipline or a related field, as follows:

- Industrial Health and Safety Supervisor:

Division Industrial Hygienist (DIH),  
Certified Safety Professional (CSP),  
Division Health Physicist (DHP), or  
Certified Environmental Trainer (CET)  
Occupational Safety and Health  
Administration/Act (OSHA)

- Radiological Controls Supervisor and  
Senior Radiological Controls Technician:

DHP, CET (with NRRPT certification), or a  
Radiological Engineer with degree and at  
least two years of experience

- Senior Hazardous Materials Broker:

DHP, CET Department of Transportation  
(DOT)

- Senior Waste Treatment Technician:

PE (Mechanical), CET (Senior Waste  
Treatment Qualified), or a engineer with  
degree and at least 2 years waste  
treatment experience.

5.10.4 Oral boards shall be conducted in accordance with the oral board guidelines, Appendix E, which shall be provided to each board member prior to convening the oral board.

5.10.4.1 The board Chairperson shall familiarize the candidate with the guidelines for the oral

board prior to commencing questioning.

- 5.10.5 The questions that are asked during the oral board shall be drawn from the learning objectives, qualification card, or examination for the area being evaluated. In all cases, the questions shall be pertinent to the qualification, and should not be misleading or confusing. Generally, the line of questioning used during the oral board should be presented in such a manner as to encourage the candidate to consider the question, and then justify his/her train of thought or reasoning to achieve a final response.
- 5.10.5.1 Each board member should ask questions in turn and then must grade the question which they asked. Additionally, each member may grade the questions asked by the other board members if they have sufficient understanding to do so as determined by the Chairperson.
- 5.10.5.2 Each member should record the grades for each question and finalize them on the oral board/interview grade sheet, Appendix E. Once questioning is completed, the chairperson shall review all grades from the other member's oral board / interview summary sheet, Appendix E. The Chairperson, with recommendations from the other board members, shall determine the candidates final oral board score.
- 5.10.5.3 The minimum score that is considered to be passing for an oral board is 2.8 overall, with no question scored less than 2.0 by any member. The basis for the scoring shall be on a 4.0 scale.
- 5.10.6 If the candidate successfully passes the oral board he/she may continue to be considered for certification.
- 5.10.7 If the candidate scores less than 2.8 overall, or less than 2.0 on any one question as scored by any member of the board, the candidate shall not pass the oral board.
- 5.10.7.1 In the event that the candidate does not pass the oral board, the chairperson shall



prepare a recommendation to the candidate for areas that need to be upgraded. A copy of this recommendation shall be submitted to the TC for processing. The TC shall inform the cognizant line management of the candidates weaknesses and the recommended course of study.

5.10.8 Once the course of study to upgrade the candidate's knowledge has been completed, the candidate may attempt the oral board again.

5.10.8.1 Should the candidate fail to pass the second oral board, the candidate shall not be allowed to be certified in the given qualification area until re-evaluated.

5.10.8.2 The candidate may be re-evaluated for potential qualification six months after the last unsuccessful oral board.

5.10.9 All training records generated due to oral boards shall be forwarded to the TC for processing and ultimate filing in the employee's training file.

#### 5.11 Oral Interviews

5.11.1 The purpose of an oral interview is to evaluate the knowledge possessed by a candidate for a qualification other than a senior level qualification. An oral interview is less formal than a oral board.

5.11.2 Oral interviews shall be performed when specified by the applicable learning objectives or qualification card.

5.11.3 The minimum attendance requirement to perform an oral interview is a single qualified trainer with the candidate, but may be more. The qualified trainer(s) shall be certified at least to a level equivalent to that of the oral interview or possess comparable formal education. The qualified trainer(s) shall be approved by the TC to perform the oral interview.

5.11.4 Oral interviews shall be conducted in accordance with the oral board/interview guidelines, Appendix E, which shall be provided to the

qualified trainer(s) prior to convening the oral interview.

5.11.5 The questions that are asked during the oral interview shall be drawn from the learning objectives, qualification card, or examination for the area being evaluated. In all cases, the questions shall be pertinent to the qualification, and should not be misleading or confusing. Generally, the line of questioning used during the oral interview should be presented in such a manner as to encourage the candidate to consider the question, and then justify his/her train of thought or reasoning to achieve a final response.

5.11.5.1 The qualified trainer(s) should ask questions and then grade the question.

5.11.5.2 Each member should record the grades for each question on the oral board/interview grade sheet, Appendix E. Once questioning is completed, the senior member shall tally up all the grades on the oral board / interview summary sheet, Appendix E.

5.11.5.3 The minimum score that is considered to be passing for an oral interview is a 2.8 overall, with no question scored less than 2.0 by any member.

5.11.6 If the candidate successfully passes the oral interview he/she may continue to be considered for certification.

5.11.7 If the candidate scores less than 2.8 overall, or less than 2.0 on any one question as scored by any member of the interview, the candidate shall not have passed the oral interview.

5.11.7.1 In the event that the candidate does not pass the oral interview, the senior member shall prepare a recommendation to the candidate for areas that need to be upgraded. A copy of this recommendation shall be submitted to the TC for processing. The TC shall inform the cognizant line management of the candidates weaknesses and recommended course of study.

5.11.8 Once the course of study to upgrade the

candidate's knowledge has been completed, the candidate may attempt the oral interview again.

5.11.8.1 Should the candidate fail to pass the second oral interview, the candidate shall not be allowed to be certified in the given qualification area until reevaluated.

5.11.8.2 The candidate may be reevaluated for potential qualification six months after the last unsuccessful oral interview.

5.11.9 All training records generated due to oral interviews shall be forwarded to the TC for processing and ultimate filing in the employee's training file.

#### 5.12 Practical Factors

5.12.1 The use of practical factors is an effective method to ensure that a candidate actually possesses the ability to perform certain job related task.

5.12.2 Practical factors shall be used when specified in the applicable learning objectives or qualification card.

5.12.3 Practical factors shall be accomplished under the direct supervision of a qualified trainer. The qualified trainer shall ensure that the maximum quality training effect is gained from the performance of practical factors with special consideration given to good technique and work practices.

5.12.4 All practical factors shall actually be performed by the candidate and then documented on the applicable qualification card. In some instances, when the necessary conditions or equipment are not reasonably available, the TC may authorize the practical factor to be completed by alternate methods, i.e., a thorough discussion of the item.

5.12.5 Any training records generated due to practical factors shall be forwarded to the TC for processing and ultimate filing in the employee's training file.

### 5.13 Project Specific Training

- 5.13.1 During the routine course of a field project, there may be a need for specialized training tailored to a project specific training requirement that is in addition to the training conducted at the divisional level.
- 5.13.2 The appropriate site manager or supervisor shall be responsible for the development of the site specific training. The TC may assist in any project related training matters as requested by project management.
  - 5.13.2.1 The specific requirements of the site specific training should not overlap, shall not supersede, but may add to or enhance the corporate initiated training requirements.
- 5.13.3 The development of the site specific training materials shall be approved by the on-site Industrial Health and Safety Supervisor and the on-site project manager.
- 5.13.4 Any records generated due to project specific training shall be retained as a project file.

### 5.14 Qualification Card

- 5.14.1 The qualification card is a written document which is completed to provide a record that an employee has demonstrated sufficient knowledge in a given qualification area to merit being considered for certification.
- 5.14.2 Qualification cards shall be generated based upon the requirements that are specified in the applicable learning objectives. The format of the qualification card shall be in accordance with Appendix F and should address the following topics as applicable:
  - Prerequisites
  - Theoretical requirements
  - Policy and Procedures
  - Practical Factor requirements
  - On-the-job training
  - Casualty Response
  - Examination Scores
  - Oral board/interview scores
  - Line managements Approvals

o TC's endorsement

- 5.14.3 Qualification cards shall be recommended by the Training Coordinator and approved by cognizant line management.
- 5.14.4 The candidate shall complete the qualification card by the performance of the requirements listed on the card. All qualification card items, unless specifically exempted, shall be completed with a qualified trainer.
- 5.14.5 All training records generated due to qualification cards shall be forwarded to the TC for processing and ultimate filing in the employee's training file.

#### 5.15 Qualification Challenge

- 5.15.1 In certain instances, a candidate may possess substantial previous training, experience, formal certifications, or education in a given area that may be sufficient to merit allowing that individual the opportunity to expedite their training path by the use of the qualification challenge.

NOTE: QUALIFICATION CHALLENGE IS NORMALLY ONLY APPLICABLE FOR JUNIOR LEVELS OF QUALIFICATION. HOWEVER, IN SOME SPECIAL SITUATIONS, A CASE-BY-CASE VARIANCE MAY BE CONSIDERED BY THE TC AND APPROVED BY THE GENERAL MANAGER TO ALLOW SELECTED INDIVIDUALS TO CHALLENGE SENIOR LEVELS OF CERTIFICATION.

- 5.15.2 In order to use the qualification challenge, the candidate must fulfill the following prerequisites and document the same on the qualification challenge record form, Appendix A.
  - 5.15.2.1 Possess significant training, experience, or education that is directly applicable to the potential qualification, and;
  - 5.15.2.2 Provide documentation, or other proof, of the previous training, experience, or education, and;
  - 5.15.2.3 Be approved by the TC.



5.15.3 Once all prerequisites are documented and are acceptable, the candidate shall perform a qualification challenge examination for the given area.

5.15.3.1 The minimum passing score for the qualification challenge examination is 90% overall and in all areas.

5.15.4 For those candidates that achieve at least the minimum passing score, the TC shall review the applicable qualification card and, based upon the candidates performance on the qualification challenge examination, indicate those areas that the candidate must complete and strike any items in which the candidate demonstrated sufficient proficiency. The TC shall then submit this modified qualification card to the cognizant line management for approval.

5.15.4.1 Once the candidate has completed the applicable portions of the qualification card, the candidate may be certified in the given area.

5.15.5 For those candidates that do not achieve at least the minimum passing score on the qualification challenge examination, the candidate shall complete the entire standardized training path for the given area.

5.15.6 Training records generated due to qualification challenge shall be forwarded to the TC for processing and ultimate filing in the employee's training file.

#### 5.16 Qualified Trainer

5.16.1 For all situations when training is being given to a trainee or student, that training shall be given by a qualified trainer, unless otherwise exempted.

5.16.1.1 Trainers employed by approved external training organization are exempt from the requirements of this section.

5.16.2 The requirements to be a qualified trainer are as follows:

5.16.2.1 Be certified at the same, or higher, level

of qualification as the training to be given, or;

- 5.16.2.2 Possess formal education at least equivalent to the training to be given, or;
  - 5.16.2.3 Possess specialized professional certification in the area; and
  - 5.16.2.4 Be approved by the TC.
- 5.16.3 A current list of qualified trainers, Appendix A, shall be maintained by the TC.
- 5.16.4 In order to remain on the list of qualified trainers, an individual shall:
- 5.16.4.1 Maintain current certifications, and;
  - 5.16.4.2 Remain in good standing as a Qualified Trainer, as judged by the TC and Line Management.
- 5.16.5 Any records generated due to qualified trainers shall be forwarded to the TC for processing and ultimate filing in accordance with Reference 2.2.

#### 5.17 Technical Refresher Training

- 5.17.1 Technical refresher training may be given in conjunction with recertification in order to reinforce an individual's existing knowledge and to promulgate any new requirements or procedural changes.
- 5.17.2 Technical refresher training may be satisfied by any one of the following methods:
  - 5.17.2.1 Attending a technical refresher training session, or;
  - 5.17.2.2 Having performed activities that require utilization of the qualification area's skills for a period of at least 30 days during the previous certification period.

#### 5.18 Training Modules

- 5.18.1 For some training needs that require training on one unique topic (i.e. Lock Out/Tag Out) a

training module format may be used to prepare and approve training materials for the topic.

5.18.2 The training module should be able to stand alone to provide the required training.

5.18.3 As a minimum, a training module should contain:

- Approval/cover sheet
- Training synopsis
- Learning objectives
- Lesson plan
- Audiovisuals
- Participant's materials
- Examination (if appropriate)
- Qualification card (if applicable)

5.18.4 Training modules shall be recommended by the TC and approved by the General Manager.

5.18.5 Training modules shall be controlled by the Training Coordinator.

#### 5.19 Training Needs Analysis and Task Analysis

5.19.1 Training Needs Analysis shall be performed for all divisional job descriptions and positions on a periodic basis.

5.19.2 Task analysis shall be performed for each discrete task that is identified as a training need. The information from the task analysis shall then be used in the development of the learning objectives for the effected qualification areas.

#### 5.20 Training Report

5.20.1 The purpose of the training report is to provide an up-to-date report of personnel training status. The TC shall maintain this up-dated report for ready reference (The report may be stored by electronic means). The training report will be used by the TC and line management to track employee's certification status to ensure that all personnel remain current in the applicable qualification areas.

5.20.2 The TC shall have responsibility for the preparation, maintenance, and issuance of this report. The complete training report shall be

issued periodically or as required to unit managers, cognizant line management and supervision, and other personnel as approved by the TC.

#### 5.21 Training Update

- 5.21.1 The purpose of the training update is to provide a mechanism for periodic promulgation of procedural changes, new requirements, or other pertinent topics to all NRS employees. This information should be presented in such a manner as to reinforce and update an employee's existing knowledge.
- 5.21.2 The TC has responsibility for the gathering of pertinent information and issuance of the update to employees.
- 5.21.3 The format of the training update shall be in a newsletter style and may be combined with other divisional newsletters or handouts as may prove to be most effective.
- 5.21.4 A copy of each training update shall be filed for future reference.

#### 5.23 Audits

- 5.23.1 Audits of the NRS Training Program will be performed by Senior Line Management Assessment.
- 5.23.2 All audit findings shall be reviewed by the Training Coordinator. Any action items required shall be performed by the Training Coordinator or a responsible person assigned by the Training Coordinator. Resolution of any audit findings shall be forwarded to the Auditing Senior Line Manager for review.

### 6.0 TRAINING CURRICULUM

- 6.1 All employees of NRS shall, at a minimum, receive training sufficient to allow that individual to function safely, effectively, and in full compliance with applicable laws, regulations, and procedures.
- 6.2 That training which is applicable to most, if not all, NRS employees shall be developed and administered at the divisional level by the TC with the assistance of the various subject area experts.

6.2.1 This divisional training shall be developed by the TC and the subject area experts, and approved by the General Manager.

6.3 The training curriculum applicable only to a specific operating group within NRS shall be developed to meet the specific requirements for that group and shall not overlap or supersede any training conducted at the divisional level.

6.4 The training curriculum applicable only to a specific project or site shall be developed to meet those specific requirements and shall not overlap training at the divisional or unit level.

6.5 The training curriculum applicable to sub-contractor personnel utilized at project sites is specified in Appendix J.

6.6 The training curriculum for personnel involved in quality assurance is specified in Appendix H.

#### 7.0 TRANSFER OF CNSI/CNES CERTIFICATIONS TO NRS

7.1 Where appropriate, personnel who were certified under the training requirements of Chem-Nuclear Environmental Services (CNES) / Chem-Nuclear Systems, Inc. (CNSI) shall have their certifications transferred to NRS's training program with no additional requirements.

7.2 The following table specifies the transfer of specific certifications requirements:

(Table is on the following page)



## Transfer of CNES/CNSI Certifications to NRS

CNES/CNSI CERTIFICATION	EQUIVALENT NRS CERTIFICATION	ADDITIONAL REQUIREMENTS
RCS	RCS	NONE
SRCT	SRCT	NONE
RCT	RCT	NONE
SWMT	SWMT	NONE
WMT	WMT	NONE
AWMT	AWMT	NONE
SWTT	SWTT	NONE
WTT	WTT	NONE
40 HOUR OSHA	40 HOUR OSHA	NONE
24 HOUR OSHA	24 HOUR OSHA	NONE
OSHA SUPERVISOR	OSHA SUPERVISOR	NONE
BARNWELL SITE BASIC RAD WORKER	BASIC RAD WORKER	NONE
RESPIRATOR TRAINING	RESPIRATOR TRAINING	NONE
FIRST AID/CPR	FIRST AID/CPR	NONE

Abbreviations are defined in Appendix J.

- 7.3 In some cases, NRS has established a certification or orientation requirement for job descriptions and qualifications that previously did not have any formalized certification or orientation. Personnel in these positions shall complete the applicable training path or orientation within 60 days of when it is approved and issued. On a case-by-case basis, the TC can recommend to cognizant management that a currently employed candidate has sufficient knowledge and experience to be certified in the given area without having to actually complete the entire training path for the area. Personnel who do not complete these requirements and achieve certification within 60 days of the date of issue shall not be certified. These individuals shall complete the entire training path for the area in order to achieve certification.

7.3.1 The following is a listing of these new requirements:

New NRS Certification Areas

NEW NRS CERTIFICATION	TRAINING REQUIREMENT
IH&SS	APPENDIX J
FORK LIFT OPERATOR	APPENDIX J

Abbreviations are defined in Appendix K.

7.4 CNSI/CNES recertification frequency was based either at one or two year intervals, however, most NRS recertifications are required annually. In order to provide for an orderly transition from the old to the new program for currently certified individuals, the following table specifies these requirements:

NOTE: THIS TABLE DOES NOT APPLY TO NEW EMPLOYEES. RECERTIFICATION DUE DATES SHALL BE BASED UPON THE ACTUAL CERTIFICATION DATE FOR EACH QUALIFICATION AREA.

NOTE: THE EXISTING (CNES/CNSI) RECERTIFICATION DUE DATE SHALL REMAIN IN AFFECT UNTIL A NEW OR MORE RESTRICTIVE QUALIFICATION GUIDELINE FOR THAT QUALIFICATION AREA IS APPROVED AND IMPLEMENTED. AFTER IMPLEMENTATION, THE NEW DUE-DATE WILL BE BASED UPON WHEN THE EMPLOYEE COMPLETES ANY ASSOCIATED REQUIREMENTS AND WILL BE ESTABLISHED AT THAT TIME.

(Table is on the following page)

### Transfer of CNSI/CNES Recertification Dates

Qualification Area	CNSI/CNES Requirement	NRS Requirement
RCS	NONE	ANNUAL*
SRCT	BIENNIAL	ANNUAL
RCT	BIENNIAL	ANNUAL
SHMB	ANNUAL	ANNUAL
HMB	ANNUAL	ANNUAL
AHMB	ANNUAL	ANNUAL
SWTT	BIENNIAL	ANNUAL
WTT	BIENNIAL	ANNUAL
RCRA	NONE	ANNUAL
GAMMA SPEC	NONE	ANNUAL
BASIC RADIATION WORKER	NONE	ANNUAL
RESPIRATOR	NONE	ANNUAL
FIRST AID	3 YEARS	3 YEARS
CPR	ANNUAL	ANNUAL
OSHA	ANNUAL	ANNUAL

\* By virtue of SRCT

Abbreviations are defined in Appendix K.

#### 8.0 TRAINING RECORDS

- 8.1 Training records are generated by qualified trainers and maintained by the TC in the employee's training file, which is controlled by the TC.
- 8.2 The training records included in Appendix A are intended to be a guideline and to provide a format. The information on these records may be re-written by word processing methods, as long as the minimum information required in the example is included.
- 8.3 Any training records, except project specific training records, shall be forwarded to the TC for processing and ultimate filing.

- 8.4 Training records and employee training files shall be retained and maintained in accordance with reference 2.2, but in no case less than the employees career plus 30 years.
- 8.5 Due to their personal and sensitive nature, access to employee training files shall be limited to only those personnel who have a verifiable need. The TC has the final authority to allow or deny access to employee training files.
- 8.6 Training records that were generated prior to the formation of NRS shall be "grand-fathered" and are therefore acceptable training records until otherwise revised or replaced.
- 8.7 Employee training files shall be controlled by the TC. When an employee training file is to be removed from the immediate area of the records management file, TC shall check-out these files using the training file check-out card, Appendix A.
- 8.8 Personnel who check-out a employee training file shall be responsible for the safe keeping of the information in the file. Employee training files shall be stored in a locked location when not in use.

## Appendix A

### Training Records (18 pages)

Attendance Sheet . . . . .	A-2
Basic Radiation Worker Exemption . . . . .	A-3
Certification Checklist . . . . .	A-4
Certificate . . . . .	A-5
Critique Sheet . . . . .	A-6
External Organization Evaluation Record . . Page 1 of 2	A-7
External Organization Evaluation Record . . Page 2 of 2	A-8
Letter of Extension . . . . .	A-9
List of Qualified Trainers . . . . . Page 1 of 2	A-10
List of Qualified Trainers . . . . . Page 2 of 2	A-11
Notice of Disqualification . . . . .	A-12
OSHA Field Experience Certification . . . . .	A-13
Qualification Challenge Record . . . . .	A-14
Question Bank Cover Sheet . . . . .	A-15
Recertification Checklist . . . . .	A-16
Student Information Sheet . . . . .	A-17
Training File Check-out Sheet . . . . .	A-18



# RUST-NRS

## Attendance Sheet

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

Date: \_\_\_\_\_ Instructor: \_\_\_\_\_

Training Location: \_\_\_\_\_

Topics: \_\_\_\_\_

Attaints:

Print Name

SSN

Signature

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please use additional pages if necessary.

# RUST-NRS

## Basic Radiation Worker Exemption

DATE: \_\_\_\_\_

TO: \_\_\_\_\_

LOCATION: \_\_\_\_\_

FROM: TRAINING COORDINATOR

LOCATION: COLUMBIA

SUBJECT: BASIC RADIATION WORKER EXEMPTION

=====

By fulfilling the applicable requirements, you have been found to meet the criteria for utilization of the basic radiation worker exemption. Based upon the information provided and your satisfactorily passing the basic radiation worker challenge examination you are granted certification as a basic radiation worker effective immediately. This certification is valid until \_\_\_\_\_.

Initials

Requirement

- |       |     |  |
|-------|-----|--|
| _____ | (1) | Have been qualified by a reputable organization as a Basic Radiation Worker during the last 12 months. |
| _____ | (2) | Provide certification or other proof of your previous basic radiation worker qualification.            |
| _____ | (3) | Recommended by line management.  |
| _____ | (4) | Challenged the basic radiation worker examination with at least a 90% score.                           |

\_\_\_\_\_  
Training Coordinator

DATE: \_\_\_\_\_

c: Employee's Supervisor  
Training file

# RUST-NRS

## Certification Checklist

Candidates Name: \_\_\_\_\_

Candidates SSN: \_\_\_\_\_

Qualification Area: \_\_\_\_\_

The following areas have been completed as required, and all the training records are all on file:

### Initials

### Requirement

\_\_\_\_\_

Pre-test

\_\_\_\_\_

Qualification card

\_\_\_\_\_

Certification examination

\_\_\_\_\_

Oral interview / board sheets

\_\_\_\_\_

Re-examination sheets

\_\_\_\_\_

Re-oral interview / board sheets

\_\_\_\_\_

Verify that all signature and initials are filled in.

\_\_\_\_\_

Verify that all signatures and initials are those of a qualified trainer.

\_\_\_\_\_

Verify that examination scores are passing.

\_\_\_\_\_

Verify that oral interview / board scores are passing.

\_\_\_\_\_

Issue certificate of completion and place a copy in the training file.

\_\_\_\_\_

Ensure the training report is updated.

\_\_\_\_\_  
Training Coordinator

\_\_\_\_\_  
Date

FILLER PAGE  
CERTIFICATE

# RUST Nuclear Remedial Services

## Critique Sheet

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

Date: \_\_\_\_\_

Facilitator or Instructor: \_\_\_\_\_

Please rate the following items on a scale of 1 to 5:

- 5 = Strongly Agree
- 4 = Agree
- 3 = Neutral
- 2 = Disagree
- 1 = Strongly Disagree

Statement	Rating	Comments
Overall, my impression of this course is good.		
This course accomplished the stated objectives.		
The use of visual aids and training aids was effective and contributed to my understanding.		
The facilitator was effective.		
The facility was adequate.		
This course was interesting.		
This course met my personal training needs.		
I would recommend this course to a co-worker.		

(9) Please add any comments that you may have:

\_\_\_\_\_

Continue on the back if more room is needed.



# RUST-NRS

## External Training Organization Evaluation Record

Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Organization address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Proposed course to be taught: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Evaluate the following areas:

(1) Does the proposed course fulfill the training need?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2) Is the training facility adequate to present this course?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(3) Does the lesson plan for this course fulfill the training objectives?

\_\_\_\_\_

(4) Are the training aids to be used of good quality and of sufficient quantity?

\_\_\_\_\_

(5) Is the facility accredited or otherwise approved?

---

---

(6) Are the instructors accredited?

---

---

---

(7) How long has the organization been giving this particular course?

---

---

---

(8) What is the price for this course and is it reasonable?

---

---

(9) Are the results of recent class critiques available and are they favorable?

---

This course is / is not (circle one) recommended for use by RUST-NRS.

\_\_\_\_\_  
Training Coordinator

\_\_\_\_\_  
Date

This course is / is not (circle one) approved for use by RUST-NRS.

\_\_\_\_\_  
Cognizant Line Manager

\_\_\_\_\_  
Date

# RUST-NRS

## Letter of Extension

Date: \_\_\_\_\_

TO: \_\_\_\_\_

LOCATION: \_\_\_\_\_

FROM: TRAINING COORDINATOR

LOCATION: COLUMBIA

SUBJECT: LETTER OF EXTENSION

=====

This memorandum serves to notify you that your certification in the area of \_\_\_\_\_ is hereby extended until \_\_\_\_\_.

In order to achieve recertification, you will have to complete normal recertification by the expiration date of this extension.

\_\_\_\_\_  
Training Coordinator's Recommendation

\_\_\_\_\_  
Unit Manager's Approval

c: Unit Manager  
Employee's Supervisor  
Training file

# RUST-NRS

## List of Qualified Trainers

The following personnel are hereby authorized to act as qualified trainers in the respective areas of qualification:

(1) Project management / supervision:

Project Manager

Project Supervisor

(2) Radiological Controls:

RCS

Senior RCT

RCT

Basic Rad-worker Gamma Spectroscopist

Respirator Trainer

(3) Hazard Materials Brokering:

Senior WMT  
WMT

WMT

Assistant

HAZMAT Technician

(4) Waste Treatment:

Senior WTT

WTT

- (5) Project Controls:
- (6) OSHA Trainer
- (7) First Aid / CPR Instructor
- (8) Forklift Operator Trainer
- (9) Divisional Orientation
- (10) Quality Assurance Training
- (11) EMS Training



# RUST-NRS

## Notice of Disqualification

Date: \_\_\_\_\_

TO: \_\_\_\_\_

LOCATION: \_\_\_\_\_

FROM: UNIT MANAGER

LOCATION: COLUMBIA

SUBJECT: DISQUALIFICATION

=====

The purpose of this memorandum is to notify you that you are hereby disqualified in the area of \_\_\_\_\_.

You are not authorized to perform any function that may require you to possess the certification being removed.

In order for you to achieve recertification in this qualification area again, you will have to be recommended by management, the TC, and you will have to complete the entire standardized training path for the qualification.

c: Employee's supervisor  
Training file

# RUST-NRS

## OSHA Field Experience Certification

Candidate Name: \_\_\_\_\_

Candidate's SSN: \_\_\_\_\_

OSHA Supervisor's Name: \_\_\_\_\_

Candidate's OSHA classification: \_\_\_\_\_  
(General Site Worker, Infrequent Visitor, etc.)

Number of hours of field supervised  
field experience completed: \_\_\_\_\_

This record serves to certify that the above named individual has completed the number of hours listed above under the direct supervision of the above named supervisor IAW 29 CFR 1910.120.

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
IHSS/RCS

\_\_\_\_\_  
Date

# RUST-NRS

## Qualification Challenge Record

Date: \_\_\_\_\_

Candidate's name: \_\_\_\_\_

Qualification being challenged: \_\_\_\_\_

This candidate has been found to meet all the following requirements and is therefore authorized to challenge this qualification:

TC'S  
Initials

Requirement

\_\_\_\_\_

Possess significant training, knowledge, or education that is directly applicable to the qualification.

\_\_\_\_\_

Provide proof of the previous training experience, or education.

\_\_\_\_\_

Recommended by the TC

\_\_\_\_\_  
Training Coordinator

\_\_\_\_\_  
Date

RUST Nuclear Remedial Services  
Question Bank Cover Sheet

Question bank area: \_\_\_\_\_

Revision date: \_\_\_\_\_

Prepared by \_\_\_\_\_ Date \_\_\_\_\_

Training Coordinator (if different than above) \_\_\_\_\_ Date \_\_\_\_\_

General Manager's Approval \_\_\_\_\_ Date \_\_\_\_\_

# RUST-NRS

## Recertification Checklist

Candidates Name: \_\_\_\_\_

Candidates SSN: \_\_\_\_\_

Qualification Area: \_\_\_\_\_

The following areas have been completed as may be required and all the training records are on file:

TC's  
Initials

Requirement

\_\_\_\_\_

Technical refresher training completed

\_\_\_\_\_

Refresher examination

\_\_\_\_\_

Re-examination sheets

\_\_\_\_\_

Verify that all signatures and initials are filled in.

\_\_\_\_\_

Verify that all signatures and initials are those of a qualified trainer.

\_\_\_\_\_

Verify that examination scores are passing.

\_\_\_\_\_

Issue certificate of completion and place a copy in the training file.

\_\_\_\_\_

Ensure that the training report is updated.

\_\_\_\_\_  
Training Coordinator

\_\_\_\_\_  
Date



# RUST-NRS

## Student Information Sheet

This information will be used in preparing your certificate of completion, so please complete the information as you would like for it to appear on your certificate.

Student name: \_\_\_\_\_

Social security number: \_\_\_\_\_

Unit or organization: \_\_\_\_\_

Course title: \_\_\_\_\_

Course date: \_\_\_\_\_



Appendix B  
EXAMINATION FORMAT  
(4 Pages)

Examination Cover Sheet . . . . . B-2  
Examination Format . . . . . Page 1 of 2 B-3  
Examination Format . . . . . Page 2 of 2 B-4

RUST Nuclear Remedial Services  
Examination Cover Sheet

Qualification Area: \_\_\_\_\_

Revision Date: \_\_\_\_\_

Candidate's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Candidate's SSN: \_\_\_\_\_

Proctor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Examination Grade: \_\_\_\_\_

This is a passing / failing Score. (Circle One)

Grader's Name: \_\_\_\_\_ Date: \_\_\_\_\_

I have reviewed the results of this examinations and understand those areas that I answered incorrectly.

\_\_\_\_\_  
Candidate's Signature Date

\_\_\_\_\_  
Training Coordinator's Approval Date

1.0 Instructions:

- (1) The following portions of this examination are closed book, (All closed book areas must be completed and turned in prior to starting the open book section):
  
- (2) The following portions of the examination are open book:
  
- (3) You are allowed to utilize the following materials to complete this examination:
  - (1) Calculator (all memory must be cleared prior to the examination)
  - (2) Scratch paper
  - (3) (Add any specific items that may be needed.)

It is recommended that you first review the examination and then answer those questions that you are most familiar with. Once you have completed the most familiar questions, then spend time answering those questions that you are less familiar with. You will be graded on all questions, so it is best to attempt to answer all the questions and to leave none blank, since partial credit may be given. This examination will be scored with an answer key that requires specific items to be included in your answer, so be thorough in answering the questions.

You have \_\_\_\_ hours to complete this examination.

The minimum score required to pass this examination is \_\_\_\_.

If you have any questions during the examination, the proctor will assist you.

Should you need a break during the examination, notify the proctor.

2.0 Theoretical Section:



3.0 Practical Applications:

4.0 Policy, Procedures, and Regulatory Compliance:

5.0 Calculations:

6.0 Casualty Response:

Appendix C  
LESSON PLAN FORMAT  
(4 pages)

Lesson Plan Cover Page . . . . .	C-2
Synopsis . . . . .	C-3
Lesson Plan Format . . . . .	C-4

RUST Nuclear Remedial Services  
LESSON PLAN COVER PAGE

COURSE TITLE: \_\_\_\_\_

DATE PREPARED: \_\_\_\_\_

Prepared by \_\_\_\_\_ Date \_\_\_\_\_

Training Coordinator (if different than above) \_\_\_\_\_ Date \_\_\_\_\_

Cognizant Line Management's Approval \_\_\_\_\_ Date \_\_\_\_\_

# RUST-NRS

## TRAINING SYLLABUS

1) DATE: \_\_\_\_\_

2) TOPIC: \_\_\_\_\_

3) TARGET AUDIENCE: \_\_\_\_\_

4) PREREQUISITES: \_\_\_\_\_

---

5) <u>Learning Objectives</u>	6) <u>Instruction Strategies</u>	7) <u>Time</u>

8) Total Time: \_\_\_\_\_

---

9) Resources:

---

10) Evaluation Methods:

(I) Course Introduction

- (A) Instructor introduction,
- (B) Purpose and importance
- (C) Course Agenda and facility information
  - 1) class schedule
  - 2) facilities, emergency procedures
  - 3) course outline - handout
  - 4) examination information

(II) Learning Objectives

- (A) learning objectives for the course - handout

(III) Course Contents

- (A) Present the learning objective for the first topic
- (B) Present the information for the first topic
  - 1) Present any training aids as they are needed
- (C) Ask questions that hi-lite the covered information.
- (D) Restate the learning objective for the first topic
  - 1) Continue in a like fashion with other learning objectives

(IV) Summary

- (A) Summarize the information presented by reiterating the learning objectives.
- (B) Open the floor to questions

(V) Examination

- (A) Administer any examination as may be required.

(VI) Critique

- (A) Pass out student critique sheets and encourage honest comments.

Appendix D  
Oral Board/Interviews  
(6 Pages)

Oral Board/Interview Grade Sheet . . . . . Page 1 of 2 D-2  
Oral Board/Interview Grade Sheet . . . . . Page 2 of 2 D-3  
Oral Board/Interview Guidelines . . . . . Page 1 of 2 D-4  
Oral Board/Interview Guidelines . . . . . Page 2 of 2 D-5  
Oral Board/Interview Summary Sheet . . . . . D-6



# RUST-NRS

## Oral Board / Interview Grade Sheet

Date: \_\_\_\_\_

Candidate's name: \_\_\_\_\_

Qualification area being evaluated: \_\_\_\_\_

Grade individual questions on page 2, then transfer the average grades to page one.

Grades: (on a 4.0 scale)

Theoretical knowledge \_\_\_\_\_

Practical Applications \_\_\_\_\_

Policy and procedures \_\_\_\_\_

Casualty response \_\_\_\_\_

Average Overall Score: \_\_\_\_\_

(Numerical average of the four area scores)

Comments (strengths and weaknesses)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board Member Signature \_\_\_\_\_

Date \_\_\_\_\_

Individual oral board / interview questions grading sheet

- Instructions:
- (1) Grade each question that you ask on a 4.0 scale.
  - (2) For questions that are asked by other members, you may grade these questions if the member believes that he is knowledgeable enough to do so.
  - (3) Transfer the grades into the appropriate categories on page one. The grades that are recorded on page one do not have to be the numerical average of the grades for the individual question grades, but should be consistent with the individual questions grades.

<u>Question Number</u>	<u>Topic</u>	<u>Grade</u>
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____

# RUST-NRS

## Oral Board / Interview Guidelines

- (1) The senior board member shall act as the chairperson.
- (2) Prior to commencing questioning the chairperson shall familiarize the candidate and other board members with the following guidelines:
  - a) The questions that are asked during the board /interview shall be drawn from the learning objectives, qualification card, or examination for the area being evaluated.
  - b) All questions shall be pertinent to the qualification and should not be misleading or confusing.
  - c) Generally, the line of questioning used during the oral board should be presented in such a manner as to encourage the candidate to consider the question, and then justify his/her train of thought or reasoning to achieve a final response.
  - d) Each board member should ask questions in turn and then must grade the question he/she asked.
  - e) Other members, may grade another member's question if he/she feels confident that they are knowledgeable to do so.
  - f) Each member shall record the grades for each question on the oral board/interview grade sheet.
  - g) The candidate should attempt to answer each question from his/her knowledge without the use of references. If the candidate needs a conversion factor, formula, or reference materials the board shall provide it.
  - h) The candidate should utilize all the resources at hand to fully answer each question.
  - i) If the candidate is not clear on any question, he/she should query the board for more information.

- (3) When questioning is complete, the candidate shall be asked to leave the room briefly while the board members finish the grading process.
- (4) The chairperson shall tally up all the grades on the oral board/interview summary sheet.
- (5) The minimum score that is considered to be passing is 2.8 overall, with no question scored less than 2.0 by any member.
- (6) In the event that the candidate passes the board/interview, he/she may continue to be considered for certification.
- (7) In the event that the candidate does not pass the board/interview, the chairperson shall notify the candidate, the TC, and the candidates supervisor. The chairperson shall prepare a recommendation for areas that need upgrading. This recommendation shall be submitted to the TC for processing.
- (8) All training records generated due to the board/interview shall be forwarded to the TC for processing.

**RUST-NRS**  
Chairperson Summary Sheet

Date: \_\_\_\_\_

Candidates name: \_\_\_\_\_

Qualification area being evaluated: \_\_\_\_\_

Grades:

Chairperson: \_\_\_\_\_

Board Member #1 : \_\_\_\_\_

Board Member #2: \_\_\_\_\_

Board Member #3: \_\_\_\_\_

Board Member #4: \_\_\_\_\_

Averaged Score: \_\_\_\_\_  
(Numerical average of the member's scores)

This candidate does / does not (circle one) pass this oral board / interview.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

=====  
Board Member Signatures

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Appendix E

QUALIFICATION CARD FORMAT

(4 Pages)

Qualification Card Cover Sheet . . . . . E-2  
Qualification Card Format . . . . . Page 1 of 2 E-3  
Qualification Card Format . . . . . Page 2 of 2 E-4



RUST Nuclear Remedial Services  
Qualification Card Cover Sheet

Qualification Area: \_\_\_\_\_

Revision Date: \_\_\_\_\_

Candidate's Name: \_\_\_\_\_

\_\_\_\_\_  
Prepared by:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Training Coordinator (if different than above)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cognizant Line Management's Approval

\_\_\_\_\_  
Date

## 1.0 Introduction

### 1.1 Purpose

### 1.2 Instructions

All candidates desiring certification in this qualification area shall complete all sections of this qualification card, unless otherwise exempted. The candidate should study the applicable topic, and then initial the appropriate blank indicating his/her understanding. The candidate should next request to discuss the topic with a qualified trainer. Once the qualified trainer is satisfied that the candidate possesses adequate knowledge in the area he/she shall so indicate by signing the appropriate blank.

All practical factors and on the job training requirements shall actually be accomplished under the control of a qualified trainer. If it is not possible to accomplish one or more of these requirements, the candidate may request to satisfy these requirements by an alternate method. These request must be approved on a case-by-case basis by the training coordinator.

## 2.0 Prerequisites

## 3.0 Theoretical Requirements

## 4.0 Policy and Procedures

## 5.0 Practical Factor Requirements

## 6.0 On-the-Job Training Requirements

## 7.0 Casualty Response Requirements

8.0 Examination Results

8.1 Examination Score: \_\_\_\_\_

This is a passing / failing score. (Circle One)

\_\_\_\_\_  
Training Coordinator Date

8.2 Re-examination Score (if required): \_\_\_\_\_

This is a passing / failing score. (Circle One)

\_\_\_\_\_  
Training Coordinator Date

9.0 Oral Board / Interview Results

9.1 Oral board / interview Score: \_\_\_\_\_

This is a passing / failing score. (Circle One)

\_\_\_\_\_  
Training Coordinator Date

9.2 Re-oral board / interview score, (if required):  
\_\_\_\_\_

This is a passing / failing score. (Circle One)

\_\_\_\_\_  
Training Coordinator Date

10.0 Approval Section

This candidate is recommended for certification in this qualification area.

\_\_\_\_\_  
Employee's Supervisor Date

\_\_\_\_\_  
Training Coordinator Date

This candidate has successfully completed the course of training and instruction in this qualification area:

\_\_\_\_\_  
Unit Manager Date

Appendix F  
TRAINING REQUIREMENTS MATRIX  
(3 Pages)

Training Requirements Matrix . . . . . F-2 & 3

## Training Requirements Matrix Table

REQUIREMENT	REFERENCE	P M / P S	P C S	I H & S S	R C S	O T	A L L
Americans with Disabilities Act	TN-002	•	•	•	•	•	•
Basic Radiation Worker training	5840.11 10CFR19 1910.96	•	•	•	•	•	
Bloodborne Pathogen Training	1910.1030	1	1	1	1	1	1
Confined Space Entry	1910.94	•	•	•	•	•	
Contracts Compliance	Corporate	•	•	•	•	•	•
Divisional Orientation	TN-002	•	•	•	•	•	•
DOP Tester training	TN-002	1	1	1	1	1	
Ethics and employee conduct	Divisional	•	•	•	•	•	•
Fire emergency training	1910.38	•	•	•	•	•	•
Fire extinguisher usage	1910.157	•	•	•	•	•	•
First aid / CPR	1910.15	1	1	1	1	1	1
First responder training	1910.120	•	•	•	•	•	
Fork lift operations	1910.178	2	2	2	2	2	2
HASP familiarization	1910.38	3	3	3	3	3	3
Hazard communication	1910.1200	•	•	•	•	•	•
HAZWOPER training	1910.120	•	•	•	•	•	
Hazardous Materials Broker & DOT HAZMAT		1	1	1	1	1	
Industrial H&S Supervisor				•			
Liquid petroleum gas training	1910.110	4	4	4	4	4	
Lock-out / Tag-out	1910.147	•	•	•	•	•	
Man-lift usage	1910.68	1	1	1	1	1	
Noise abatement training	1910.95	1	1	1	1	1	
Policies and Procedures	PAP, PROC- 'DS	•	•	•	•	•	•
Project Controls training	TN-002	•	•				
Radiological controls training	10CFR20 5840.11	•		•	•	•	
Respirator training	1910.134	5	5	5	5	5	
Signs and tags training	1910.145	•	•	•	•	•	•
Substance Abuse training	TN-002	•	•	•	•	•	•
Waste Treatment training	TN-002	1	1	1	1	1	1

• Required

Table notes are on page F-3

## Training Matrix Table Notes

- 1 Only required for those personnel who are assigned this training requirement by their management.
- 2 In accordance with 29 CFR 1910.178, personnel assigned to drive a forklift shall complete this training requirement.
- 3 In accordance with 29 CFR 1910.38, all personnel assigned to a site with a HASP shall be trained on certain portions of the HASP.
- 4 In accordance with 29 CFR 1910.110, personnel working with LPG shall be trained.
- 5 In accordance with 29 CFR 1910.134, personnel who wear respiratory protection shall be trained in its proper use.



Appendix G  
TRAINING CURRICULUM  
(12 pages)

Divisional Training Curriculum Narrative . . . . . G-2 thru G-12

## 1.0 Purpose

The purpose of this Appendix is to establish NRS divisional training curriculum.

## 2.0 Applicability

The curriculum established in this appendix applies to all full-time NRS personnel.

## 3.0 Curriculum

### 3.2 Divisional Orientation

3.2.1 Divisional orientation is intended to be among the first steps that a new employee completes prior to assignment to his/her respective operating unit for general work assignment.

The purpose of this orientation is to:

3.2.1.1 Indoctrinate new employees in those procedures, policies, and practices that they will be expected to be familiar with, and;

3.2.1.2 To acquaint them with key personnel in the division, and;

3.2.1.3 To allow Human Resources to process the new employee into NRS, and;

3.2.1.4 To train personnel in the certain requirements stipulated in reference 2.6, 29 CFR, and;

3.2.1.5 To train personnel in RUST's substance abuse policy, and;

3.2.1.6 To perform a training needs assessment for the new employee.

3.2.2 A Divisional orientation card shall be completed by all new personnel. Unless specifically exempted by the operating unit manager. Field personnel shall complete the requirements of this section prior to assignment to a field project.

3.2.3 Divisional orientation shall be the responsibility of the TC and the human resources representative, or their designated individual(s).

3.2.4 Divisional orientation shall be documented on the divisional orientation card, which shall be generated and approved in the same manner as other divisional qualification cards. The TC and the human resources representative shall generate the divisional orientation card.

3.2.5 There is no recertification requirement associated with divisional orientation; however, if any of the items stipulated change, then all NRS personnel shall be notified of the change. This notification is the responsibility of the TC and the human resources representative.

3.2.5 All training records generated due to employee orientation shall be forwarded to the TC for processing and ultimate filing in the employee's training file.

### 3.3 EPA RCRA Training

3.3.1 In accordance with reference 2.7, the EPA requires owners and operators of all hazardous waste facilities, unless exempted, to provide training to its employees to ensure compliance with reference 2.7.

3.3.2 NRS does not meet the criteria to be required to provide this training since NRS does not own or operate a hazardous waste facility.

3.3.3 Should NRS become involved in operations that would require this training to be accomplished it would be developed specifically for that facility.

### 3.4 First Aid / CPR Training

3.4.1 In accordance with reference 2.6 and DOE guidelines, a person or persons adequately trained to render first aid shall be assigned to each project site where medical facilities are not available in the near proximity.

3.4.2 First aid / CPR training shall be conducted by formal instruction at least equivalent to that given by the American Red Cross.

3.4.3 Upon the satisfactory completion of first aid / CPR training, certification shall be granted and recertification required as stipulated by the

American Red Cross.

- 3.4.4 Any training records generated due to first aid / CPR training shall be submitted to the TC for processing and ultimate filing in the employee's training file in accordance with Reference 2.2.

### 3.5 Forklift Operator

- 3.5.1 In accordance with reference 2.6, 29 CFR 1910.178 (1), only trained and authorized operators shall be permitted to operate a powered industrial truck.
- 3.5.2 Forklift Operator training shall be conducted in accordance with an approved training module.
- 3.5.3 All training records generated due to fork lift operator training shall be submitted to the TC for processing and ultimate filing in accordance with Reference 2.2.

### 3.6 Industrial Health and Safety Supervisor Qualification

- 3.6.1 This qualification is to be completed by those personnel who will be functioning as a Industrial Health and Safety Supervisor at a NRS field project.
- 3.6.2 The purpose of this qualification is to document that all Industrial Health and Safety Supervisors have adequate knowledge and understanding of the policies, procedures, NRS requirements, and actual ability to function effectively in this job description.
- 3.6.3 Industrial Health and Safety Supervisor qualification shall be accomplished by the completion of the standardized training path.
- 3.6.4 All training records generated due to H&SS training shall be retained in the project files.

### 3.7 OSHA Training

- 3.7.1 In accordance with reference 2.6, 29 CFR 1910.120 and reference 2.8, 49 CFR, all workers engaged in hazardous waste operations shall be trained in several specific areas concerning safe operations. Additionally, there are several specific training requirements located in other sections of 29 CFR.

3.7.2 Due to the complexity of the rules stated in 29 CFR, the actual regulations shall be consulted whenever there is a question regarding OSHA training requirements.

Consult the training matrix to determine minimum training requirements.

3.7.2.1 40 Hour OSHA HAZWOPER Training Course

This course is required for general site workers involved in clean-up operations at uncontrolled hazardous waste sites, national priority listed sites, state priority listed sites, sites under investigation, resource conservation and recovery act sites, voluntary clean-up of uncontrolled hazardous waste sites, TSD facilities, and emergency response operations.

3.7.2.2 8 Hour OSHA Supervisory Training Course

This 8 hours of additional training above the 40 Hour course is required for all on-site management and supervisory personnel.

3.7.2.3 On Site 24 Hour Field Experience

General site workers shall, in addition to the 40 hour OSHA training course, receive 24 hours of actual field experience under the direct supervision of a trained experienced supervisor. This supervised experience shall be documented using the OSHA field experience certification, Appendix A.

3.7.2.4 24 Hour OSHA Training Course for Support Personnel

This 24 hour off-site training is required for all personnel that are on site only occasionally for a specific limited task and who are unlikely to be exposed over the permissible exposure levels.

Also, this 24 hour off-site training is required for workers that are in areas that are fully characterized indicating that exposures are under permissible exposure limits respirators are not required and



there are no health hazards or possibility of emergencies.

#### 3.7.2.5 8 Hour On Site Actual Field Experience

In addition to the 24 hours of off-site training, support workers shall also receive 8 hours of actual field experience under the direct supervision of a trained and experienced supervisor. This supervised experience shall be documented on the OSHA field experience record, Appendix A.

#### 3.7.2.6 OSHA Refresher Training

Workers who have completed OSHA training of any type shall have receive 8 hours of additional training annually.

Individuals who attend OSHA supervisor training shall not require refresher training until one year after their OSHA supervisor training.

3.7.3 The OSHA requirements that are applicable to each individual shall be ascertained during employee orientation by the TC and line management.

3.7.4 OSHA training requirements shall be accomplished by attendance and participation in the appropriate OSHA training course given by a certified OSHA instructor. Actual field experience requirements shall be accomplished under the instruction of the H&SS, or equivalent, or his/her designated individual.

3.7.5 Those personnel who are designated as OSHA trainers shall:

3.7.5.1 Meet the criteria specified by section 5.16 for qualified trainers, and;

3.7.5.2 Complete a train-the-trainer course or equivalent, and;

3.7.5.3 Be authorized by division management.

3.7.6 Satisfactory completion of each OSHA course shall be indicated by the issuance of a certificate of completion, Appendix A to the candidate with a copy forwarded to the TC for processing and



ultimate filing in the employee's training file.

3.7.7 When actual supervised field experience is required by OSHA, this will be accomplished by the direct supervision of the Industrial Health and Safety Supervisor, or equivalent. Upon satisfactory completion of the field experience, the IH&SS (RCS) shall complete the OSHA field experience certification, Appendix A.

3.7.8 Any training records generated due to OSHA training shall be forwarded to the TC for processing and ultimate filing in the employee's training file in accordance with Reference 2.2.

### 3.8 Radiological Controls Qualifications

3.8.1 The following are potential qualifications in radiological controls:

3.8.1.1 Radiological Controls Supervisor (RCS)

3.8.1.2 Senior Radiological Controls Technician (SRCT)

3.8.1.3 Radiological Controls Technician (RCT)

3.8.1.4 Basic Radiation Worker

3.8.2 The applicable qualifications in the area of radiological controls shall be completed by personnel who will be assigned to positions that require these certifications. These qualifications are progressive in nature in the following order, completion of Basic Radiation Worker, then RCT, then SRCT and finally RCS.

3.8.3 Radiological controls qualifications shall be accomplished by the completion of the standardized training path. Basic Radiation Worker training shall be accomplished in accordance with 3.8.4.

#### 3.8.4 Basic Radiation Worker Qualification

3.8.4.1 In accordance with Reference 2.3, 2.4, and 2.5, only those personnel that will not receive occupational exposure to ionizing radiation are exempted from Basic Radiation Worker training all other workers shall receive the training.

3.8.4.2 Basic Radiation Worker qualification shall be accomplished by performance of the following:

Completion of Basic Radiation Worker training formal instruction. This training class shall be in accordance with an approved lesson plan. Attendance shall be documented by completion of the attendance sheet, Appendix A, and;

Completion of the Basic Radiation Worker qualification card documenting the employee's understanding of topics and the completion of practical factors, and;

Successfully passing the Basic Radiation Worker examination with at least the minimum passing score, or;

For some previously trained and experienced radiation workers, the employee may utilize the Basic Radiation Worker exemption, Appendix A, to attain certification as a Basic Radiation Worker, see section 5.1.

3.8.4.3 For previously trained and experienced radiation workers, the Basic Radiation Worker exemption may be utilized to certify that employee as a radiation worker. The criteria to utilize this exemption is as follows:

The employee must have been certified or recertified as a radiation worker through an equivalent program during the past 12 months. The employee must present a valid certificate or other written evidence of this training, and;

Be recommended by line management, and;

Successfully challenge the Basic Radiation Worker examination, and;

Complete the Basic Radiation Worker exemption, Appendix A.

3.8.4.4 For those individuals that successfully challenge the examination and meet all the criteria for the exemption, certification shall be granted.

For those employees that do not successfully challenge the examination, the employee shall complete the entire standardized training path for Basic Radiation Worker qualification. The examination that is taken to certify the employee must have different content than the examination that was challenged.

3.8.4.5 All training records generated as a part of Basic Radiation Worker qualification shall be forwarded to the TC for processing and ultimate filing in the employee's training file.

### 3.9 Respiratory Protection Training

3.9.1 In accordance with Reference 2.6 and ANSI Z88.2-1980 (Practices for Respiratory Protection), all personnel who wear respiratory protection shall receive training in the use, cleaning, and maintenance of the respiratory equipment.

3.9.2 Respiratory protection training shall be accomplished by the satisfactory completion of the following:

3.9.2.1 Respiratory protection formal instruction, and;

3.9.2.3 Respiratory protection examination.

3.9.3 For those employees that successfully complete all the requirements for certification, a certificate of completion shall be issued to the individual, with a copy being retained as follows:

3.9.3.1 Full time NRS employees: Copy to the project files and the employee training file maintained by the TC.

3.9.3.2 Sub-contractor personnel: Copy to the project files only

3.9.3 For those personnel that do not successfully complete the requirements for certification, line management shall review the candidate's potential to comprehend the subject matter. Based upon the results of this review the candidate shall:

3.9.3.1 Complete an upgrading program agreed upon by

the TC and line management. Once the up-  
grading program is complete, perform the  
entire training requirement of 3.9.2.

3.9.3.2 Discontinue efforts to be trained to use  
respiratory protection.

3.9.4 Periodic recertification is required for  
respiratory protection training. This  
recertification shall be accomplished by the  
completion of a refresher examination. There is  
no technical refresher training requirement for  
respiratory protection.

3.9.5 Any records generated due to respirator training  
shall be forwarded to the TC for processing and  
ultimate filing in the employee's training file.

### 3.10 Safety Related Training

3.10.1 The purpose of safety training is to ensure  
that sufficient training is given to all  
employees to ensure that they can safely  
perform the duties required in their job  
description, are able to readily recognize and  
correct potential safety hazards, and to  
promote a constant state of attention to  
safety related matters.

3.10.2 In order to effectively train all personnel in  
safety related topics, several training  
methods shall be used:

3.10.2.1 Monthly safety meetings at office locations

3.10.2.2 Monthly safety meetings at field projects

3.10.2.3 Other safety meetings at field projects as  
directed by project management.

3.10.3 Safety training shall be conducted in a manner  
to achieve the maximum quality training  
effect.

3.10.4 Safety training shall normally be conducted by  
a qualified trainer, but in some instances  
other personnel may give the training.

3.10.5 Safety training shall be documented on the  
attendance sheet, Appendix A or a locally  
generated equivalent.

3.10.6 Training records generated due to safety training shall be processed as follows:

3.10.6.1 For safety training conducted at Columbia or Denver offices, the records shall be forwarded to the TC for processing and ultimate filing.

3.10.6.2 For safety training conducted at field projects, the records shall be retained on site by the Industrial Health and Safety Supervisor in the project files.

### 3.11 Hazardous Materials Broker Training

3.11.1 In order to meet the many stringent requirements of reference 2.8 49 CFR, Transportation, all individuals involved in the shipping of hazardous materials shall be trained in the requirements of reference 2.8.

3.11.2 Hazardous materials broker training shall be accomplished in accordance with the procedure for Training and Certification of Hazardous Materials Brokers, NRS-TN-003.

### 3.12 Waste Treatment Qualification

3.12.1 The following are qualifications in waste treatment:

3.12.1.1 Waste treatment technician (WTT)

3.12.1.2 Senior waste treatment technician (SWTT)

3.12.2 The applicable qualifications in the area of waste treatment shall be completed by personnel who will be assigned to positions that require these certifications. These qualifications are progressive in nature, requiring completion of WTT before SWTT.

3.12.3 Waste treatment qualifications shall be accomplished by the completion of the standardized training path.

3.12.4 All training records generated as a part of

waste treatment shall be forwarded to the TC  
for processing and ultimate filing in  
accordance with Reference 2.2.



Appendix H

QUALITY ASSURANCE TRAINING CURRICULUM

(3 Pages)

Quality Assurance Training Curriculum Narrative . . . . . H-2 & 3

## 1.0 Purpose

The purpose of this Appendix is to establish the training curriculum for NRS quality assurance personnel.

## 2.0 Applicability

The curriculum in this appendix applies to all personnel involved in quality assurance for NRS

## 3.0 Curriculum

3.1 The training curriculum for quality assurance personnel shall be in accordance with

### 3.2 QA Staff Orientation

3.2.1 The purpose of this orientation is to ensure that:

3.2.1.1 Members of the QA staff receive orientation training for their job description to introduce them to quality, the Quality Assurance Program, and the Quality Assurance department, and;

3.2.1.2 A training needs assessment is performed during the employee's first week on the job to establish the necessary training required for the individual to perform their assigned duties.

3.2.2 An assessment for skills maintenance and enhancement training shall be provided annually in the employee's performance appraisal.

3.2.3 When training is determined to be needed for an individual, this training shall be coordinated and scheduled through the RFS QA Director and the TC.

3.2.4 Any training that is recognized as "Formal Training" shall be documented, Also, when members of the QA staff obtain training from an external training organization, documentation of the training shall be requested for inclusion in the training files maintained by the TC.

3.2.5 QA staff personnel are responsible for actively participating in the training process, identifying their needs, and expanding their abilities, capabilities, and skills.

### 3.3 Qualification and Certification Requirements

3.3.1 Procedures for the qualification and certification of Inspectors and Surveillant personnel shall be governed by NRS-QA-004 and NRS-QA-003.

3.3.2 Procedures for the qualification and certification of internal and external auditors and lead auditors shall be governed by NRS-QA-003.

### 4.0 Records

4.1 Any training records generated due to QA department training shall be forwarded to the TC for processing and ultimate filing in the employee's training file in accordance with Reference 2.2.

Appendix I

SUB-CONTRACTOR PERSONNEL TRAINING CURRICULUM

(5 Pages)

Training curriculum for sub-contractor personnel . I-2 thru I-5

## 1.0 Purpose

The purpose of this Appendix is to establish the training curriculum for sub-contractors employed at NRS project sites.

## 2.0 Applicability

The curriculum in this Appendix applies to all sub-contractor personnel employed by NRS at project sites.

## 3.0 Curriculum

3.1 The curriculum specified in this appendix is that required for sub-contractors to be trained on in order to be utilized at NRS project sites. Sub-contractors should fulfill at last the minimum requirements prior to beginning actual work activities on the project site.

NOTE: IT IS RECOGNIZED THAT NOT ALL SUB CONTRACTORS WILL REQUIRE ANY TRAINING TO BE PERFORMED, FOR EXAMPLE THE SUB-CONTRACTOR WHO DELIVERS OFFICE TRAILERS MAY NOT REQUIRE ANY TRAINING. HOWEVER, FOR RADIATION WORKER SUB-CONTRACTORS, THERE MAY BE SEVERAL TRAINING REQUIREMENTS.

3.2 The site IH&SS, or equivalent, shall perform a training needs assessment for each subcontractor employee, attachment A. He shall then recommend the training required for that sub-contractor. The project manager shall have approval authority for the sub-contractor training needs assessment.

3.3 The following qualification areas may be applicable to sub-contractor personnel:

NOTE: IN MANY CASES, THE SUB-CONTRACTOR MAY HAVE FULFILLED THESE TRAINING REQUIREMENTS WITH HIS ACTUAL EMPLOYER PRIOR TO ARRIVING ON SITE. IN THESE CASES, THE TRAINING REQUIREMENT MAY BE SATISFIED BY VERIFYING THIS TRAINING AND PLACING A COPY OF THE CERTIFICATION RECORD INTO THE EMPLOYEES FILE.

NOTE: IF THERE ARE ANY QUESTIONS REGARDING THE APPLICABILITY OF THESE TRAINING REQUIREMENTS, IMPLEMENTATION, OR OTHER TRAINING RELATED QUESTIONS, THE TRAINING COORDINATOR SHALL PROVIDE SUPPORT AND ASSISTANCE AS REQUESTED AND APPROVED BY MANAGEMENT.

3.3.1 OSHA Training - In most cases, sub-contractor

personnel who are working at the project site will require some degree of OSHA training. For the specific training requirements and approved training methods, see section 3.7 of Appendix G (Divisional Training Curriculum).

- 3.3.1.1 Actual field experience may be required to be documented in some cases, see section 3.7 of Appendix G.
- 3.3.2 Basic Radiation Worker Training - Any sub-contractor personnel who is expected to be exposed to ionizing radiation shall receive this training prior to exposure. For the specific training requirements and approved training methods, see section 3.8 of Appendix G.
- 3.3.3 Respirator Training - Any sub-contractor personnel who is expected to utilize respiratory protection devices shall receive this training. For the specific training requirements and approved training methods, see section 3.9 of Appendix G.
- 3.3.4 Radiological Controls Training - Any sub-contractor personnel who is expected to function as a radiological controls technician shall meet the requirements of Reference 2.14.
- 3.3.5 Fork Lift Operator Training - Any sub-contractor personnel who is expected to function as a fork lift operator shall receive this training. For the specific training requirements and approved training methods, see section 3.5 of Appendix G.
- 3.3.6 HASP Orientation - Any sub-contractor personnel assigned to a project site shall receive orientation in the requirements of the site HASP as required by 29 CFR 1910.120 (b)(4)(ii).
  - 3.3.6.1 Completion of the HASP orientation shall be documented by completion of an attendance sheet, Appendix A.
  - 3.3.6.2 Any training records generated due to HASP orientation shall be retained at the project site as a project file.
- 3.3.7 Project Specific Training - During the course of some projects, site specific training requirements may be identified, (for example, attending a customers indoctrination training). It is the



responsibility of the site H&SS to ensure that these training requirements are identified and successfully completed.

- 3.4 Any training records that are generated due to training of sub-contractors shall be retained in the project files:

# RUST-NRS

## Sub-contractor Training Needs Assessment

Sub-Contractor Name: \_\_\_\_\_

Employer: \_\_\_\_\_

Date: \_\_\_\_\_

The IH&SS, or equivalent, shall indicate the applicable training needs by initialing in the corresponding blank.

<u>IH&amp;SS initials</u>	<u>Training Area</u>
_____	24 Hour OSHA training
_____	40 Hour OSHA training
_____	8 Hour OSHA Supervisor training
_____	8 Hour OSHA refresher training
_____	Supervised OSHA field experience
_____	Hazards Communications, 29 CFR 1910.1200
_____	HASP orientation
_____	Basic Radiation Worker
_____	Respirator training
_____	Radiological Controls Technician (RCT)
_____	First Aid/CPR & Bloodborne Pathogen Training
_____	DOT HAZMAT Employee training
_____	Forklift Operator
_____	Other _____

\_\_\_\_\_  
IH&SS/RCS

\_\_\_\_\_  
Date

c: Employee file

Appendix J

APPROVED TRAINING RELATED ABBREVIATIONS

(2 Pages)

List of approved training abbreviations . . . . . J-2

## APPROVED TRAINING ABBREVIATIONS

The following abbreviations are approved for use when used in the context of training related matters for NRS.

ADA	Americans with Disabilities Act
AHMB	Assistant Hazardous Materials Broker
BRWT	Basic Radiation Worker Training
CET	Certified Environmental Trainer
CFR	Code of Federal Regulations
DHP	Division Health Physicist
DIH	Division Industrial Hygienist
CNES	Chem-Nuclear Environmental Services, Inc.
CNSI	Chem-Nuclear Systems, Inc.
CPR	Cardio-Pulmonary Resuscitation
CSP	Certified Safety Professional
C/S	Cost and Scheduling Technician
DOE	Department of Energy
DOP	Diocetyl-phthalalte
DOT	Department of Transportation
EMS	Expanded Management System
EPA	Environmental Protection Agency
ESP	Effective Supervision Training
HASP	Health and Safety Plan
HAZWOPER	Hazardous Waste Operations
HMB	Hazardous Materials Broker
IH&SS	Industrial Health and Safety Supervisor
LAN	Local Area Network
LPG	Liquid Petroleum Gas
NRC	Nuclear Regulatory Commission
NRS	RUST Nuclear Remedial Services
OJT	On-the-job training
OSHA	Occupational Safety and Health Administration/Act
OT	Operations Technician
PCS	Project Controls Specialist
PAD	Policy and Directives
PM	Project Manager
PS	Project Supervisor
QA	Quality Assurance
QAI	Quality Assurance Inspector
RCRA	Resource Conservation and Recovery Act
RCS	Radiological Controls Supervisor
RCT	Radiological Controls Technician
SC/S	Senior Cost and Scheduling Technician
SPCS	Senior Project Controls Specialist
SPM	Senior Project Manager
SRCT	Senior Radiological Controls Technician
SHMB	Senior Hazardous Materials Broker
SWTT	Senior Waste Treatment Technician
TC	Training Coordinator
TSD	Transportation, Storage and Disposal Facility
WTT	Waste Treatment Technician