

February 22, 2002

Ms. Kristin Morico, P.E., DEE
Manager, Global Environmental Programs
Pratt & Whitney
400 Main Street
East Hartford, CT 06108

Dear Ms. Morico:

This is in response to your letter to me dated November 28, 2001, and a follow up letter dated December 19, 2001 to Ross Bunnell of my staff (copies attached). In these letters, you requested confirmation that your computer based training ("CBT") program is acceptable for meeting hazardous waste training requirements¹.

In responding to your request, I must first point out that there are two distinct issues that must be considered in evaluating the adequacy of a CBT program:

- 1.) The adequacy of such a system in actually training employees (i.e., the extent to which the system meets the requirements of 40 CFR 264.16(a)-(c), or 265.16(a)-(c)); and,
- 2.) The adequacy of such a system in satisfying the recordkeeping requirements for hazardous waste training (i.e., the extent to which the system meets the requirements of 40 CFR 264.16(d) and (e), or 265.16(d) and (e)).

With respect to the first issue, our review of the referenced requirements appears to present no obstacles to the use of CBT programs. While it may not be clear as to whether a CBT program qualifies as "classroom" or "on-the-job" training as described in paragraph (a)(1) of these requirements, it appears evident that CBT training could fit either bill, depending on where and how it is delivered. And, as long as the CBT program is: (1) directed by persons who are themselves properly trained in hazardous waste management procedures; (2) includes all the appropriate training content as required by paragraph (a) of these requirements; and, (3) is provided in accordance with the frequencies specified in paragraphs (b) and (c) of these

¹ For treatment, storage, and disposal facilities, these requirements are found in 40 CFR 264.16 and 265.16 (for permitted and interim status facilities, respectively). For large quantity generators, these requirements are found in 40 CFR 262.34(a)(4), which references 40 CFR 265.16. Since all of the above are incorporated by the Regulations of Connecticut State Agencies without any changes to the relevant training provisions, references herein shall be confined, for clarity purposes, to the federal requirements.

requirements, the CBT program would appear to be adequate as a hazardous waste training program.

With respect to the second issue, our review of the referenced requirements again appears to present no obstacles to the use of CBT programs, although certain unique considerations become apparent. In particular:

- You should carefully consider how you will comply with paragraph (d)(3) of these requirements, concerning the maintenance of “a written description of the type and amount” of introductory and continuing training that is given in your CBT program. In order for hazardous waste inspectors to evaluate your compliance with this requirement, it may be necessary to ensure that they have access to the CBT system, or to printouts of the relevant training content.
- If you intend to satisfy all or part of the recordkeeping requirements of paragraphs (d)(4) and (e) of these requirements electronically, you must take care to ensure that any such electronic records are complete, accurate, and accessible to hazardous waste inspectors during an inspection. It is also important that such records be appropriately backed up to ensure that they are not irretrievably lost. Attached please find a recent letter to Northeast Utilities which describes relevant considerations associated with electronic recordkeeping. Although this letter relates specifically to hazardous waste inspection records, many of the same considerations would apply to electronic recordkeeping of hazardous waste training records.

In summary, it appears that a CBT program could, indeed, satisfy hazardous waste training requirements, subject to the conditions described above. Moreover, it appears that such a system could actually be more effective, in certain respects, than traditional training methods.

If you have any further questions on this matter, please contact Ross Bunnell of my staff at (860) 424-3274, or by email at ross.bunnell@po.state.ct.us.

Sincerely,

David A. Nash, Director
Bureau of Waste Management
Engineering & Enforcement Division

DAN:RQB
Attachments