



## Ohio Administrative Code

### Rule 3745-267-16 Training - standardized permitting.

Effective: [March 7, 2025](#)

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(A) Facility personnel shall successfully complete a program of classroom instruction or on-the-job training that teaches facility personnel to perform the personnel's duties in a way that ensures the facility's compliance with the requirements of Chapter 3745-267 of the Administrative Code.

Owners or operators shall ensure that the program includes all the elements described in the documents that are required under paragraph (D)(3) of this rule.

(1) A person trained in hazardous waste management procedures shall direct the program, and shall teach facility personnel hazardous waste management procedures (including contingency plan implementation) relevant to each employment position.

(2) At a minimum, the training program shall be designed to ensure that facility personnel are able to respond effectively to emergencies by including instruction on emergency procedures, emergency equipment, and emergency systems, including all of the following, where applicable:

(a) Procedures for using, inspecting, repairing, and replacing facility emergency and monitoring equipment;

(b) Key parameters for automatic waste feed cut-off systems;

(c) Communications or alarm systems;

(d) Response to fires or explosions;

(e) Response to ground water contamination incidents; and

(f) Shutdown of operations.

(B) Facility personnel shall successfully complete the program required in paragraph (A) of this rule



within six months after the date of employment or assignment to a facility, or to a new position at a facility, whichever is later. Employees hired after the effective date of the owner or operator's standardized permit shall not work in unsupervised positions until the employee has completed the training requirements in paragraph (A) of this rule.

(C) Facility personnel shall take part in an annual review of the initial training required in paragraph (A) of this rule.

(D) Owners or operators shall maintain the following documents and records at the facility:

(1) The job title for each position at the facility related to hazardous waste management, and the name of the employee filling each job;

(2) A written job description for each position listed under paragraph (D)(1) of this rule. The description shall include the requisite skill, education, or other qualifications, and duties of employees assigned to each position;

(3) A written description of the type and amount of both introductory and continuing training that will be given to each person filling a position listed under paragraph (D)(1) of this rule;

(4) Records that document that facility personnel have received and completed the training or job experience required under paragraphs (A), (B), and (C) of this rule.

(E) Owners or operators shall keep training records on current personnel until the facility closes. Owners or operators shall keep training records on former employees for at least three years after the date the employee last worked at the facility. Personnel training records may accompany personnel transferred within the company.