HAZARDOUS MATERIALS BUSINESS PLAN
FACILITY EMPLOYEE TRAINING RECORD

For use by Unidocs Member Agencies or where approved by your Local Jurisdiction
Authority Cited: California Health and Safety Code Chapter 6.95 (HSC); Title 19 California Code of Regulations (CCR)

Facility Name: _____

Site Address: _____ **City:** _____

California Health and Safety Code §25507(a) and Title 19 California Code of Regulations §2651 requires that a Hazardous Materials Business Plan (HMBP) facility implement its HMBP, including the training plan specified in HSC §25505(a)(4) and 19 CCR §2659. Initial training must be provided to new employees and on an annual frequency to all employees but may take into consideration the position of the employee. Training records must be retained in electronic or hard-copy form for 3 years and be available for inspection.

HMBP training must include, but is not limited to, the following:

- ☐ Methods for safe handling of hazardous materials
- ☐ Use of the facility's emergency response equipment and supplies
- ☐ Evacuation plans and procedures
- ☐ Emergency response plans and mitigation procedures for a release or threatened release of hazardous materials, including notification to the appropriate local emergency response personnel, unified program agency, and California Governor's Office of Emergency Services (Cal OES)

The following employees have been trained as required by HSC §25505(a)(4) and 19 CCR §2651:

Employee Name	Training Date	Trainer Name

(Continued on reverse)

Employee Name	Training Date	Trainer Name