

U.S. DEPARTMENT OF ENERGY EAST TENNESSEE TECHNOLOGY PARK OPERATING MANUAL	NO: PSO-2.2 REV: 5 EFFECTIVE DATE: December 7, 1999
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U.S. DEPARTMENT OF ENERGY EAST TENNESSEE TECHNOLOGY PARK OPERATING MANUAL	NO: PSO-2.2 REV: 5 EFFECTIVE DATE: December 7, 1999
TITLE: TRAINING	SUPERSEDES: NO: _____ REV: <u>4</u>
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1.0 PURPOSE

This procedure defines specific Site Access Requirements for all DOE employees working at the East Tennessee Technology Park (ETTP) for the Office of Environmental Management (EM). Additional Technical Training is also recommended for DOE ETTP Site employees in technical job functions.

This procedure does not detail the requirements and procedures that are described in referenced Orders. Examples of such procedures are:

- Technical Qualification Program
- Training Request and Approval
- Administrative issues of Training

2.0 SCOPE

This procedure applies to all DOE ETTP Site employees. Staff from the Office of Environment, Safety, & Quality and other organizations within EM who work at the ETTP Site must comply with, at minimum, the Site Access Training Requirements in this procedure.

3.0 REFERENCES AND DEFINITIONS

3.1 REFERENCES

- 3.1.1 DOE Order 360.1, *Training*.
- 3.1.2 ORO Order 360 Rev. 1, *Training*

3.2 DEFINITIONS

Individual Development Plans (IDP): Plans designed for employees to identify training needs and opportunities to enhance job performance. Each employee's IDP must be submitted as required by the ORO Training & Development Division. The IDP information will be utilized to create the annual ORO Training Plan.

Site Access Training Requirements - Initial and recurring training courses required for employees to enter the ETTP Site and facilities within the Site. See Attachment 1.

Technical Training - Basic training recommended for DOE ETPP Site employees in technical positions. This includes engineers and scientists. See Attachment 2 for training completion form.

4.0 RESPONSIBILITIES

4.1 DOE ETPP SITE MANAGER

4.1.1 Shall ensure that the training of employees described in this procedure is carried out.

4.1.2 Shall appoint the DOE ETPP Site Training Coordinator.

4.1.3 Should provide on-the-job orientation as needed for new employees.

4.2 DOE ETPP SITE TRAINING COORDINATOR

4.2.1 Should ensure that all employees are scheduled for and complete the courses listed in the Site Access Training Requirements, and as necessary, the Technical Training.

4.2.2 Shall serve as the point of contact for the DOE ETPP Site with DOE-ORO and contractor training organizations.

4.3 DOE EMPLOYEE

4.3.1 Shall prepare his/her Individual Development Plan as required by the ORO Training and Development Division.

4.3.2 Shall ensure that he/she has completed all training needed to enter a facility or area on-site.

4.3.3 Should complete training request forms and attend courses as requested and approved.

4.3.4 Shall inform the DOE ETPP Site Training Coordinator of Site Access and Technical Training completed.

5.0 PROCEDURE

5.1 Training needs and requirements are determined.

5.1.1 DOE ETPP Site Training Coordinator shall develop the Site Access Training roster based on current Site Access Training Requirements to track training completion dates.

5.1.2 All employees shall provide their current completion status for Site Access Training and, if applicable, Technical Training. Employees shall provide documentation of course completion to the DOE ETPP Site Training Coordinator.

- 5.1.3 The Site Access roster should be monitored by the DOE ETPP Site Training Coordinator to ensure the DOE ETPP Site and support personnel maintain required training.
- 5.1.4 The DOE ETPP Site Training Coordinator should inform employees of upcoming training needs.
- 5.1.5 Employees should prioritize their training needs, giving priority to courses specified as Site Access Training Requirements. These courses should be taken sufficiently early so that the employee's job effectiveness is not jeopardized when Site access is needed.
- 5.2 Individual Development Plans (IDPs) are created and approved.
- 5.2.1 DOE ETPP Site employee shall develop an initial version of the IDP and update the plan as requested by the ORO Training & Development Division. The IDP should include training needed to achieve or maintain the Site Access Requirements and Technical Training. The IDP may also include other developmental opportunities of interest to the employee.
- 5.2.2 DOE ETPP Site employee shall consult with the DOE ETPP Site Manager on the further development of his/her IDP, and should incorporate recommendations made by the DOE ETPP Site Manager to enhance the employee's job effectiveness, professional development, and possibilities for promotion.
- 5.2.3 DOE ETPP Site employee shall submit the IDP to the DOE ETPP Site Manager, and the DOE ETPP Site Manager shall approve the final IDP.
- 5.3 Training is obtained.
- 5.3.1 DOE Employee may consult with the DOE ETPP Site Training Coordinator to determine the schedule of required training.
- 5.3.2 DOE ETPP Site Employee should complete and submit a Training Request (OR F 3410.4) to the DOE ETPP Site Manager for approval.
- 5.3.3 DOE ETPP Site Manager should ensure that priority has been given to the Site Training Requirements in the training schedule, shall approve the Training Request form (paper or electronic versions) and forward the form to the ORO Training & Development Division.
- 5.3.4 DOE ETPP Site employee should attend approved training. Unforeseen circumstances may cause the employee to reschedule the course.
- 5.3.5 Upon successful course completion, DOE employee should complete the Training Evaluation Form and submits it to the ORO Training & Development Division.

5.3.6 The DOE ETPP Site Manager should sign form DOE F 3410.4, Request, Authorization, Agreement, and Certification of Training to verify the completion of training for DOE Site Employee and submit it to the ORO Training & Development Division.

5.3.7 DOE Employee shall provide copies of documentation verifying the completion of any training requirement to the DOE ETPP Site Training Coordinator.

6.0 RECORDS

6.1 Upon receiving verification of training completion, the DOE ETPP Site Training Coordinator should update the Site Access Training roster to reflect current completion and/or renewal dates.

6.2 The Office of Chief Counsel shall track employee completion of the Annual Ethics Training.

6.3 The Defense Programs, Safeguards & Security Division shall track employee completion of the Annual Security Briefing and the Computer Security Training.

7.0 ATTACHMENTS

Attachment 1 - ETPP Site Access Training Requirements

Attachment 2 - ETPP Technical Training

Attachment 1

**East Tennessee Technology Park
Site Access Training Requirements**

The following four training courses are necessary for all employees who require access to the ETTP.

- General Employee Training (GET) or Park Worker Training (PWT)
Requalify every two years
- Ethics Training
Requalify annually, tracked by ORO Chief Counsel
- Security Briefing
Requalify annually, tracked by ORO Safeguards & Security
- Computer Security Training
Requalify annually, tracked by ORO Safeguards & Security

The following three training courses are required on an individual basis for employees accessing treatment, storage, and disposal (TSD) facilities and/or radiological areas. Employees are responsible for meeting the access requirements for the areas and facilities they need to enter.

- Hazardous Waste Operations 40-hour or 24-hour Training
Refresher required annually
- Radiological Worker II Training
Requalify every two years
- Respirator Fit Test and Training
Requalify annually

Attachment 2

**East Tennessee Technology Park
Technical Training**

Name: _____

Position: _____

This training is recommended for all technical (scientists and engineers)
DOE ETPP Site employees:

<u>Training/Course</u>	<u>Date Complete</u>	<u>Verification</u>
1. CERCLA Remedial Investigation/ Feasibility Study Workshop	_____	_____
2. Fundamentals of DOE Operations, Conduct of Operations	_____	_____
3. Introduction to Health Physics	_____	_____
4. Environmental Laws & Regulations	_____	_____
5. Media Communication Skills	_____	_____
6. Procurement and Assistance PRS 17 Contract Administration for Technical Representatives	_____	_____
7. Project Management Skills PMC 10 Project Planning and Management Core Overview Program (80 hours) or PGM 01 Program Management Overview (40 hours)	_____	_____

Verification requires:

1. Certificate,
2. Initials of employee if certificate is unavailable, or
3. Initials of DOE ETPP Site Manager if the course is waived by education or experience (WBEE).