

HAZARDOUS MATERIALS TECHNICAL COORDINATOR

December 13, 1994

The Hazardous Materials Technical Coordinator manages hazardous materials and wastes in compliance with regulations to protect human health and the environment as well as to minimize an organization's risks.

General Areas of Competence (In Bold) and Specific Tasks

- **Category A. Interpreting Regulations**

- A-1 Read/comprehend and interpret local, state, and federal regulations
- A-2 Consider organization product line and constraint
- A-3 Determine applicability of regulations (i.e., local, state, federal)
- A-4 Identify resources and references
- A-5 Develop network for interpretations
- A-6 Develop/recommend compliance methods/strategy
- A-7 Carry out applicable standards (i.e., OSHA, DOT, EPA)
- A-8 Respond to inquiries and requests
- A-9 Provide input to legislators about new or proposed regulations
- A-10 Maintain current files

- **Category B. Developing/Maintaining Procedures and Plans**

- B-1 Classify materials
- B-2 Interpret Material Safety Data Sheet
- B-3 Describe goals
- B-4 Consider audience (primary users)
- B-5 Review/ensure regulatory compliance (i.e., self-auditing)
- B-6 Consider organization's product line and constraints
- B-7 Consider alternative methods and costs
- B-8 Incorporate environmental safety program and guidelines
- B-9 Define responsibilities
- B-10 Provide information for prevention planning (e.g., waste minimization)
- B-11 Design distribution of plan
- B-12 Distribute handling procedures
- B-13 Develop forms/records
- B-14 Provide for and revise updates
- B-15 Maintain records

- **Category C. Managing Hazardous Materials and Substances**

- C-1 Identify and classify materials
- C-2 Ensure regulatory compliance
- C-3 Obtain permits
- C-4 Monitor inventory control
- C-5 Identify and assess environmental factors (e.g., auditing, environmental risk management, health)
- C-6 Control proper usage
- C-7 Control proper storage of hazardous materials
- C-8 Control transportation of hazardous materials (manifests and permits)

- C-9 Monitor employees' handling of hazardous materials
- C-10 Conduct fact finding studies
- C-11 Evaluate and recommend alternatives (i.e., methods and materials)
- C-12 Maintain records

- **Category D. Managing and Disposing Of Wastes**

- D-1 Identify and classify wastes
- D-2 Ensure regulatory compliance (e.g., RCRA and special waste regulations)
- D-3 Obtain permits
- D-4 Monitor inventory control
- D-5 Identify and assess environmental factors
- D-6 Control proper storage of hazardous waste
- D-7 Control transportation of hazardous waste
- D-8 Control disposal of hazardous waste
- D-9 Monitor employees' handling of hazardous wastes
- D-10 Conduct fact finding studies
- D-11 Evaluate and recommend alternatives
- D-12 Maintain records

- **Category E. Training Employees**

- E-1 Interpret regulations for training program regulatory compliance
- E-2 Define training needs
- E-3 Determine participants
- E-4 Outline or organize curriculum
- E-5 Determine costs
- E-6 Develop realistic schedule (e.g., frequency)
- E-7 Assemble/acquire training materials (e.g., hire consultants)
- E-8 Conduct training program
- E-9 Evaluate training activities (e.g., program review)
- E-10 Maintain records

- **Category F. Sampling and Handling Hazardous Materials**

- F-1 Ensure regulatory compliance
- F-2 Identify and assess lab services
- F-3 Identify the material
- F-4 Follow organization's policies
- F-5 Identify, select and use safety equipment
- F-6 Collect sample
- F-7 Package the sample for shipping
- F-8 Arrange lab analysis of sample
- F-9 Interpret analytical data
- F-10 Disseminate information
- F-11 Coordinate information with outside agencies (e.g., vendors for disposal)
- F-12 Maintain records

- **Category G. Contracting Services**

- G-1 Define scope of work/needs
- G-2 Write specifications
- G-3 Consult with legal staff
- G-4 Consult with purchasing department
- G-5 Provide cost justifications
- G-6 Research qualified contractors/vendors for services and products
- G-7 Conduct on-site visits
- G-8 Select contractor

- G-9 Secure and award bid
- G-10 Obtain permits
- G-11 Train contractors
- G-12 Evaluate and verify vendor's performance
- G-13 Maintain records

- **Category H. Coordinating Emergency Response Plans**

- H-1 Develop emergency response plans (i.e., SPCC plans, CAA 112R)
- H-2 Gather information about incident
- H-3 Assess the extent of the situation
- H-4 Activate response plan
- H-5 Determine reporting requirements (i.e., local, state, federal CERCLA, EPCRA)
- H-6 Ensure regulatory compliance
- H-7 Report incident (e.g., spills)
- H-8 Designate authority
- H-9 Provide advise to emergency response crews
- H-10 Direct use of emergency equipment
- H-11 Supervise clean-up
- H-12 Provide public relations information
- H-13 Verify completion
- H-14 Critique situation
- H-15 Maintain records

- **Category I. Auditing Regulatory Compliance**

- I-1 Follow organization's policies and procedures
- I-2 Create master file (e.g., data base for record management)
- I-3 Create/follow audit schedule
- I-4 Audit records
- I-5 Interview personnel
- I-6 Inventory materials and equipment
- I-7 Assess environmental factors and conditions (e.g., on-site visits)
- I-8 Report results (i.e., violations and compliance)
- I-9 Propose corrective action
- I-10 Verify follow-up activities
- I-11 Maintain confidentiality
- I-12 Control dissemination of report findings
- I-13 Critique the audit process (e.g., be open to feedback)
- I-14 Conduct cost benefit analysis
- I-15 Maintain records

- **Category J. Continuing Education**

- J-1 Read current publications
- J-2 Attend seminars
- J-3 Maintain communication with peer groups
- J-4 Provide training sessions
- J-5 Participate in professional associations
- J-6 Participate in community relations activities
- J-7 Acquire and maintain certification
- J-8 Write technical papers and articles

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