

VOLUME I

OVERVIEW TO CALIFORNIA GUIDE USE

Chapter 1: Introduction1-1

- Difficulties Encountered in Compliance with Training Regulations 1-2
- How Do I Match California Regulations with Federal Programs? 1-3
- Where are the Training Requirements in the Regulations? 1-4
- How Do I Avoid Covering the Same Material Over and Over Again? 1-4
- How Do I Identify Roles and Responsibilities..... 1-6
- Developing a Training System That Works 1-6
- Summary 1-7
- Appendices

Chapter 2: How to Use This Guide2-1

- Regulatory Training Text 2-1
- Finding What You Need 2-5
- A Note on Inspections 2-7
- A Note on Federalism 2-8
- Summary 2-6

Chapter 3: Practical Application of the Training Text3-1

- The Case of Bob Smith and the Second Chance Motor Company 3-1
- How Bob Got Started 3-3
- What Bob Learned About Identifying Training Requirements..... 3-7
- Summary 3-7

Chapter 4: Systematic Approach to Training Program Development4-1

- How Bob Developed Second Chance’s Training..... 4-1
- Analysis Phase..... 4-1
- Design Phase 4-8
- Development Phase 4-15
- Implementation Phase 4-20
- Evaluation Phase 4-21
- Documentation and Recordkeeping 4-21
- Summary 4-27

LIST OF APPENDICES	Page
Appendix 1-A: DTSC Regional Offices	App 1-A i
Appendix 1-B: Cal/OSHA District Offices	App 1-B i
Appendix 1-C: SWRCB and RWQCB Offices.....	App 1-A i
Appendix 1-D: California Air Pollution Control Districts	App 1-D i

LIST OF FIGURES	Page
Figure 1: Federal Regulatory Programs Significantly Modified in California.....	1-3
Figure 2: Overlap in Regulatory Training Requirements	1-5
Figure 3: Regulatory Training Requirements by Subject	2-2
Figure 4: Systematic Approach to Training.....	4-2
Figure 5: Training Needs Analysis Matrix (and template).....	4-5 to 4-6
Figure 6: Critical Job Function Analysis	4-7
Figure 7: Training Modules	4-10
Figure 8: Course Design Plan	4-13 to 4-14
Figure 9: Lesson Plan (and template)	4-16 to 4-19
Figure 10: Qualifications Checklist (and template).....	4-22 to 4-23
Figure 11: Training Record Form.....	4-25
Figure 12: Systematic Approach to Environment, Health, and Safety Training	4-26

INDICES.....	Tab
Tab A/B: Glossary and Key Word Index.....	A/B
Tab B: Index of Key Words.....	B
Tab C: Applicability Table: Job Tasks by Section	C
Tab D: Regulation Index.....	D
(Tab E is reserved for issuance at a future date)	

REGULATORY TRAINING TEXT.....	Tab
Tab F: Hazard Communication.....	F
Tab G: Emergency Response.....	G
Tab H: Hazardous Waste Management	H
Tab I: Transportation of Hazardous Materials.....	I
Tab J: Wastewater.....	J
Tab K: Air Quality	K

VOLUME II

REGULATORY TRAINING TEXT (continued).....	Tab
Tab L: OSHA Equipment, Hazard, and Facility-Specific Training	L
Tab M: Chemical-Specific Industrial Hygiene.....	M
Tab N: Toxic Substances Control Act (TSCA)	N
Tab O: Pesticides	O
Tab P: Construction Activities.....	P
Tab Q: Marine Activities	Q
Tab R: Miscellaneous	R