**California Training Requirements Compliance Guide**

**VOLUME I**

**OVERVIEW TO *CALIFORNIA GUIDE* USE**

Chapter 1: Introduction

Difficulties Encountered in Compliance with Training Regulations

How Do I Match California Regulations with Federal Programs?

Where Are the Training Requirements in the Regulations?

How Do I Avoid Covering the Same Material Over and Over Again?

How Do I Identify Roles and Responsibilities?

Developing a Training System That Works

Summary

 Appendices *(see page ii for list)*

Chapter 2: How to Use This Guide

Regulatory Training Text

Finding What You Need

A Note on Federalism

Summary

Chapter 3: Practical Application of the Training Text

The Case of Bob Smith and the Second Chance Motor Company

How Bob Got Started

What Bob Learned About Identifying Training Requirements

Summary

Chapter 4: Systematic Approach to Training Program Development

How Bob Developed Second Chance’s Training Program

Analysis Phase

Design Phase

Development Phase

Implementation Phase

Evaluation Phase

Documentation and Recordkeeping

Summary

LIST OF APPENDICES

Appendix 1-A:California Environmental Protection Agency (Cal/EPA)

Appendix 1-B: DTSC Regional Offices

Appendix 1-C: Cal/OSHA (DOSH)

Appendix 1-D: Cal/OSHA Consultation Service

Appendix 1-E: SWRCB and RWQCB Offices

Appendix 1-F: California Air Resources Board (ARB)

Appendix 1-G: California Local Air Pollution Control Districts (APCD)

List of Figures

Figure 1: Federal Regulatory Programs Significantly Modified in California

Figure 2: Overlap in Regulatory Training Requirements

Figure 3: Regulatory Training Requirements by Subject

Figure 4: Systematic Approach to Training

Figure 5: Training Needs Analysis Matrix (and template)

Figure 6: Critical Job Function Analysis

Figure 7: Training Modules

Figure 8: Course Design Plan

Figure 9: Lesson Plan (and template)

Figure 10: Qualifications Checklist (and template)

Figure 11: Training Record Form

Figure 12: Systematic Approach to Environment, Health, and Safety Training

IndICes

Tab A/B: Glossary and Key Word Index

Tab B: Index of Key Words

(Tab C is reserved for issuance at a future date)

Tab D: Regulation Index

regulatory training text

Tab F: Hazard Communication

Tab G: Emergency Response

Tab H: Hazardous Waste Management

Tab I: Transportation of Hazardous Materials

Tab J: Wastewater

**VOLUME II**

Regulatory Training Text (continued)

Tab K: Air

Tab L: OSHA Equipment, Hazard, and Facility-Specific Training

Tab M: Chemical-Specific Industrial Hygiene (Hazmat)

Tab N: Toxic Substances Control Act (TSCA)

Tab O: Pesticides

Tab P: Construction

Tab Q: Marine Activities (Resources Website)

Tab R: Miscellaneous (Reserved)