



# 2010 Annual Wisconsin Hazardous Materials Management & Waste Disposal Awareness Training



## Awareness level training

Wisconsin Administrative Code **requires** facilities that use products containing hazardous chemicals to provide training to “ensure that all employees are thoroughly familiar with proper waste handling, disposal and emergency procedures, relevant to their responsibilities during normal facility operations and emergencies.” These training sessions are designed to meet the state regulatory requirements in NR 662.192 (e) 3 for Small Quantity Generators of Waste and NR 673.16 for Small Quantity Handlers of Universal Waste.

## Who should attend?

- Facility operations, maintenance and buildings & grounds management
- Personnel involved with vehicle and equipment maintenance and repair, including: surface preparation and painting, cleaning activities, battery & lamp replacement, boiler and/or swimming pool maintenance, parts washing, fluid transfers and oil or antifreeze changes
- Personnel working in laboratories that generate waste solvents or other chemical wastes
- Personnel working in stock/supply-areas that order, receive or store chemical products
- **Supervisors who oversee personnel with the above duties.**

## Training Sites and Dates

Tuesday	March 2	Mendota Conference Center, Madison
Wednesday	March 3	Volk Field Air Nat'l Guard Base, Camp Douglas
Friday	March 5	UW-Waukesha
Wednesday	March 10	UW-Sheboygan
Tuesday	March 16	UW-Green Bay
Wednesday	March 17	UW-Fond du Lac
Thursday	March 18	UW-La Crosse
Wednesday	March 31	Mendota Conference Center, Madison
Tuesday	April 6	UW-Marathon County, Wausau
Tuesday	April 13	UW-Superior
Wednesday	April 14	UW-Stout, Menomonie

## Agenda

8:45 am	Registration
9:00 am	Welcome; Why are we here
9:15 am	Physical Properties of Chemicals
10:00 am	Break
10:15 am	Solid, Universal & Special Wastes
11:00 am	Break
11:15 am	Hazardous Wastes
Noon	Lunch on your own
1:00 pm	Chemical Hazards & Spills Awareness
1:40 pm	Chemical Storage & Compatibility
2:05 pm	Break
2:20 pm	Shipping & Signing Manifests
2:40 pm	Sustainability Issues
3:00 pm	Final Questions & Answers
3:20 pm	Adjourn

*Registration and additional  
information is on the  
following page.*

# 2010 Annual Wisconsin Hazardous Materials Management & Waste Disposal Awareness Training

The State of Wisconsin Bureau of Risk Management sponsors this training for employees working at state-owned or operated facilities. The training is also open to county and municipal employees.

This training includes information on the management and proper disposal of products such as fluorescent lamps, mercury switches, laboratory

chemicals, oils, antifreeze, paints, thinners, cleaners, corrosives (acids & bases) & poisons. Attendees are encouraged to bring specific examples and/or questions about hazardous material management from their workplace for general discussion.

Personnel are invited to attend to fulfill either initial or refresher training requirements. Personnel who attend

to fulfill refresher training requirements can choose to attend only initial or refresher training requirements. Personnel who attend to fulfill refresher training requirements can choose to attend only the portions of the program applicable to their job title.

## Attendee Information

- For state employees, each attendee must request permission to attend and make arrangements for travel and meal reimbursement under their agency's applicable employee travel and per-diem rules.
- Attendees must provide their lunch and refreshments. Coffee, soda and snacks are typically available from vending machines or cafeterias on-site.
- Carpooling is encouraged if two or more employees from the same facility will be attending.
- Non-military personnel are welcome to attend the sessions at Volk Field, but must show a picture ID to gain base access. Additional security requirements may apply depending upon existing threat level.
- For additional information, refer to the Frequently Asked Questions (FAQ) file for this training included on the Veolia website.

## Register online at [www.veoliaes-ts.com/Seminars](http://www.veoliaes-ts.com/Seminars)

**On the Seminars page**, scroll down to view the description of the 2010 State of Wisconsin training. Click on the car icon near the city name for maps and parking information.

A Frequently Asked Questions file is also located on this page.

**To register for a session**, click on the "Register Now" link located under the list of sessions or the big green box near the top right corner of the webpage.

**On the login screen**, if you are a returning user, enter your user name and password. If you have never visited the Veolia website, register as a new user.

**To register as a new user**, click the "login" link on the bottom of the left-hand menu, then select the "Seminars" link under the "Not Registered Yet?" section of the page. Enter the requested information

and create a user name and password.

Be sure to include a valid e-mail address. Once your information has been entered, scroll down and click on "submit". Maintain a copy of your username and password for use in future years.

**You may register multiple attendees under a single user account.**

**On the first Seminar Registration screen**, choose the seminar name, location and date from the drop down menus. Next enter your name and your employer from the drop-down menu, and your work facility or city. Fields that appear with an \* are mandatory information fields.

**If you wish to register additional persons for the same or another session**, click on the

"add attendee" link and enter the requested information. Once you have entered all the attendees, click "submit."

**On the second Seminar Registration screen**, verify all the information. If you wish to register another person for the same or another session, click the "add seminar" link and enter the requested information, click "checkout."

**A final confirmation screen** will appear with a Thank You. This is verification that your registration request has been received.

You will receive an email confirmation that will serve as your final. Links to venue location maps, parking instructions and classroom location information will be included as part of the email confirmation.



### Inclement Weather

The training will be rescheduled in the event of severe weather conditions. If conditions are questionable on the morning of the session, call (262) 224-8152 for a status update. Messages will be recorded by 7:00 am the day of each session.