

Survey Instrument for the Proper Formatting of OMB Approved Forms

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HAZARDOUS WASTE WORKER TRAINING – 42 CFR Part 65

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The NIEHS Worker Training Program (WTP) supports training and education of workers engaged in activities related to hazardous materials and waste generation, removal, containment, transportation, and emergency response in the following five areas:

- Hazardous Waste Worker Training Program (HWWT).
- Environmental Career Worker Training Program (ECWTP).
- Brownfields Minority Worker Training Program (BMWT).
- DOE Nuclear Weapons Cleanup Training Program (DOE).
- Hazmat Disaster Preparedness Training Program (HDPT).

The NIEHS WTP Curricula Information and Data Management System (DMS) is a Web-based application designed to store and track projected and actual training and student demographic data, and progress report material. DMS information options:

- Curricula Catalog: This option includes uploading and editing course curricula and materials, browsing the public curricula catalog, and adding and editing curricula data coordinator information.
- Health & Safety Library: This option includes health and safety reports, and the ability to search for or upload reports.

- Emergency Support Activation Plan (ESAP): This option includes adding and editing Hazardous Waste Worker Training Program – Emergency Support Activation Plan (HWWT-ESAP) contact person information, organizational HWWT-ESAP information, and adding and editing HWWT-ESAP training data.
- Reports: This option allows you to query course and student demographic data stored in the WTP application and output reports in an Excel spreadsheet or HTML table.
- Data Entry: This option allows you to enter, edit, or change the status of course and or student demographic data records.
- Progress Reports: This option allows you to upload progress reports and or appendices, or view archived progress reports submitted for your awardee organization.
- Admin Functions: This option is only available to User Administrators. The Mark Data Complete function allows the point of contact in the awardee organization to certify that all data and or progress report entry in a given period is complete.
- Awardee Information: This is the home page of the application. This page loads when you have successfully logged in to the application. This page contains up-to-date information about deadlines, system maintenance and any other application changes or enhancements. It is important to read this page each time you log on to the application.

Requested information from the grantees:

Progress Report Summary

A. Specific Aims

B. Studies and Results

I. Progress Report Abstract

II. Training Accomplishments - courses, student numbers, training numbers, and contact hours

III. Training Effectiveness

IV. Curricula Update

V. Advisory Board Activities

VI. Trainee Follow-Up - numbers of workers and employers by state or territory

VII. Instructor Support

VIII. Program Self-Audit – evaluation, assessment of the classes themselves, and how the training makes a difference

C. Summary and Conclusions

I. Significance of Training

II. Plans - projected training, HWWTP completed training

Timeline: Projected Data and Progress Reports due in May

Final Data and Progress Reports due in October