



Technical Training Workshop

3-Day PHMSA-HMIT DOT

NEACHMM – AHMP New England Chapter, Inc. is pleased to offer a **3-Day PHMSA HMIT DOT Workshop** through a partnership with National Partnership for Environmental Technology Education (NPETE).

DOT Training will include a 20-hour (2.5 days) DOT Hazardous Materials Regulation Awareness Training session and a 4-hour Designing and Delivering Effective Training Summary Review to help “Train-the-Trainers”. The awareness training includes an overview of HAZMAT Security Awareness, and covers all the basics from Hazardous Materials identification, marking, placards, packaging requirements, to storage requirements, emergency response, and handling dangerous goods. The training portion at the end provides guidance for training needs assessment, training plan preparation, and guidelines for training you may provide to colleagues or clients.

- Cost:** FREE TRAINING - No cost to attendees!
- Date:** September 15 to 17, 2020 (Tuesday to Thursday)
- Time:** 8 am to 5 pm (approximate)
- Location:** La Quinta Inn & Suites Boston-Andover
131 River Road
Andover, MA 01810
- Registration:** Pre-registration is required. *First-come, first-serve!*
- Pre-requisite:** See Notice to Workshop Attendees

The course is spread over a 3-day period and includes plenty of breaks during the day. Boxed lunches will be provided.

Due to the circumstances with COVID-19, this course will be offered at a reduced capacity to maintain social distancing and comply with hotel requirements. **Space is limited to 10 persons!** If you have additional questions or concerns, please email admin@neachmm.org.

Attendees who successfully pass the workshop exam, as required by the DOT, will receive a Workshop Certification as proof of completion.

IHMM is offering 15 CMPs towards re-certification for completing this course.

If you plan to stay at the hotel, reduced rates are available for attendees. Contact hotel and mention NEACHMM DOT Training.

National Partnership for Environmental Technology Education (PETE)

DOT Hazardous Materials Regulations Awareness Training Workshop

3-day

DOT PHMSA HMIT Grant supported for 2019/2020

Notice to Workshop Attendees:

DOT Workshop Prerequisite

The intent of the online prerequisite is that everyone in the workshop begins with a basic understanding of DOT HazMat Regulations. The prerequisite is not required to attend however it is **highly recommended**.

Online Prerequisite Directions:

The DOT Pipeline Hazardous Materials Safety Administration (DOT-PHMSA) offers a free online course in hazardous materials transportation. Prior to attending the DOT HazMat Regulations Workshop:

1. Go to the website: <http://dothazmat.vividlms.com>
2. Begin by setting up an account. On the right-hand side of the page you will see a link for New Users. Click on **Register Now** and follow the directions to create a student login.
3. Return to the original website and log in.
4. Complete each of the ten modules listed. The first module is simply an introduction on how the online program works. The program will keep track of each module completed. Note: Every time you see the page where you can **SAVE** your progress, do it.
5. You can view your progress by selecting the tab for **Completed Courses**. From this screen you can view each certificate of completion and download a copy for your records.
6. When you have completed all modules, email a copy of all 10 certificates of completion to margaretmellecker@gmail.com . Please submit them two days prior to the beginning of the course.

Keep in mind this is a DOT-PHMSA program, so any technical issues you have will need to be answered by their technical assistance contact. We estimate this online prerequisite will require 16 hours depending on your previous experience with DOT regulations. Please let me know if you have any questions.

Thanks!

Margaret Mellecker

PETE Co-PI

2020 20-Hour PHMSA HMIT GRANT DOT HAZARDOUS MATERIALS REGULATIONS AWARENESS TRAINING PROGRAM and 4-Hour NESHTA DESIGNING AND DELIVERING EFFECTIVE TRAINING SUMMARY REVIEW

Agenda

DAY 1-

8:00 a.m. REGISTRATION and INTRODUCTION

Learning Objectives and Instructor Toolkit Review

Regulatory Overview Group Exercise

Discussion of 49 CFR and HAZMAT Security Awareness

8:50 a.m. – 9:00 a.m. BREAK

Discussion of 49 CFR and HAZMAT Security Awareness (cont.)

Hazardous Materials Identification

DOT Shipping Communication Requirements Workshop

9:50 a.m. – 10:00 a.m. BREAK

- Selecting a DOT shipping description and Bill of Ladings/Haz. Waste Manifest
- DOT labels, markings and placards
- UN Packaging requirements

10:50 a.m. – 11:00 a.m. BREAK

DOT Shipping Communication Requirements Workshop (Cont.)

Agenda (cont.)

DAY 1 (cont.)-

12:00 noon – 1:00p.m. LUNCH

DOT Shipping Communication Requirements Workshop (Cont.)

1:50 p.m. – 2:00 p.m. BREAK

Accumulation and Storage of Hazardous Materials

- Storage requirements for hazardous material
- Segregation of incompatible materials

2:50 p.m. – 3:00 p.m. BREAK

DOT Accumulation and Storage Requirements Workshop (Cont.)

Emergency Response Guidebook and DOT Incident Reporting

3:50 p.m. – 4:00 p.m. BREAK

Continue with Lesson Plan and Q&A until 5pm

5:00 p.m. ADJOURN

DAY 2 -

8:00 a.m.

DOT HAZMAT Awareness Quiz and Review

9:00 a.m. – 9:10 a.m. BREAK

IATA/ICAO Dangerous Goods Shipping Communication Requirements

- Selecting an IATA shipping description and Air Bills

10:00 a.m. – 10:10 a.m. BREAK

- IATA members' shipping papers (FedEx/UPS)
- IATA/ICAO/DOT labels, markings and placard
- UN Packaging requirements

11:00 a.m. – 11:10 a.m. BREAK

Continue with Lesson Plan and Q&A until Noon

12:00 noon – 1:00p.m. LUNCH

IATA Dangerous Goods Shipping Quiz and Review

Agenda (cont.)

DAY 2 (cont.)-

1:50 p.m. – 2:00 p.m. BREAK

IMDG Hazard Classification Regulation Review

- IMDG Hazard Class, Packing Group, IMDG Schedules for Substances, Proper Shipping Descriptions and Bill of Lading (IMO)

2:50 p.m. – 3:00 p.m. BREAK

IMDG Hazard Classification Regulation Review (cont.)

- IMDG Code Volume 1 and 2 Schedules for Substances
- * Usage of the Schedule for Substances for proper IMDG Classification

3:50 p.m. – 4:00 p.m. BREAK

IMDG Hazard Classification Regulation Review (cont.)

- IMDG Code Supplement for Emergency Response and Terminology
- IMDG Exercise Workshop

Continue with Lesson Plan and Q&A until 5pm

5:00 p.m. ADJOURN

DAY 3 -

8:00 a.m.

IMDG Dangerous Goods Shipping Quiz and Review

9:00 a.m. – 9:10 a.m. BREAK

DOT HAZMAT Awareness Group Subject Matter Review

10:00 a.m. – 10:10 a.m. BREAK

IATA Dangerous Goods Group Topic Subject Matter Review

11:00 a.m. – 11:10 a.m. BREAK

IMDG Dangerous Goods Group Subject Matter Topic Review

12:00 noon – 1:00p.m. ADJOURN for LUNCH

Agenda (cont.)

NATIONAL ENVIRONMENTAL SAFETY AND HEALTH TRAINING ASSOCIATION'S

4-HOUR DESIGNING AND DELIVERING EFFECTIVE TRAINING SUMMARY REVIEW

DAY 3 (cont.)-

Part I: Designing Effective Training Summary

1:00 - 1:05p.m.	Summary Overview	Registration, Instructor & Learner Introductions
1:05 - 1:20p.m.	Module 1 Summary	Training Needs Analysis (TNA) (Instructor/Facilitation/Discussion/Checklist)
1:20 - 1:40p.m.	Module 2 Summary	Task Analysis (TA) (Instructor Facilitation/Discussion/Checklist) (TNA/TA Checklist Review)
1:40 - 1:50p.m.	Break	
1:50 - 2:10p.m.	Module 4 Summary	Training Plan (Facilitation/Group Discussion/Checklist)
2:10 - 2:30p.m.	Module 5 Summary	Guidelines for Training Adults (Facilitation/Group Discussion/Checklist)
2:30 - 2:40p.m.	Break	
2:40 - 3:00p.m.	Module 6 Summary	Learning Styles (Facilitation/Group Discussion/Checklist)

Agenda (cont.)

NATIONAL ENVIRONMENTAL SAFETY AND HEALTH TRAINING ASSOCIATION'S

4-HOUR DESIGNING AND DELIVERING EFFECTIVE TRAINING SUMMARY

DAY 3 (cont.)-

Part II: Delivering Effective Training Summary

3:00 - 3:20p.m.	Module 7 Summary	Instructional Strategies (IS) (Group Discussion/Checklist)
3:20 - 3:40p.m.	Module 8 Summary	Instructional Media (IM) (Group Discussion/Checklist)
3:40 - 3:50p.m.	Break	
3:50 - 4:05p.m.	Module 9 Summary	Delivery Techniques (Instructor Facilitation/Checklist Review) Lesson Plan Format
4:05 - 4:20p.m.	Module 10 Summary	Testing Techniques (Group Discussion/Checklist) Types of Test (Pre- Post-Test)
4:20 - 4:40p.m.	Module 11 Summary	Documentation (Instructor Facilitation/Checklist Review)
4:40- 5:00p.m.	Q & A	
5:00 p.m.	ADJOURN	