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**Civil Engineering**

**913 AW FORM 22, HAZARDOUS WASTE  
TRAINING RECORD**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive 32-70 and the Environmental Protection Agency (EPA) 40CFR264.16. This instruction establishes procedures for using and maintaining 913 AW Form 22. It applies to any individual who handles or supervises personnel who handle Hazardous Waste and or performs training.

**1. General.** The EPA requires any and all individuals who work with or around HW must have initial and recurring training documented. The 913 AW Form 22 is used to record the initial and refresher training of Hazardous Waste (HW). It is mandatory that all individuals who handle or supervise HW will have an 913 AW Form 22 completed and on file in accordance with EPA 40CFR264.16.

**2. Form Completion.** The form may be typed or printed legibly in ink. Do not use pencil.

2.1. In the Hazardous Waste Job Title block type or print either "Accumulation Manager" or "Hazardous Waste Handler".

2.2. Job Description: This block should include skills, education or other qualifications required and a description of the hazardous waste function that is being accomplished, e.g.; Accumulate hazardous waste in Vehicle Maintenance, label and properly store for disposal.

2.3. The initial training will be documented in the Documentation of Introductory Training block and the refresher training will be documented in the Documentation of Continuous Training. If the continuous training or refresher training fills the front of the form then continue documentation on the reverse of the form.

**3. Training.** Training of supervisors will be the responsibility of the Environmental Engineering Office; Supervisors will be responsible for training personnel in their units.

**4. Form Disposition.** The original 913 AW Form 22 will be maintained in 913 SPTG/CEV. All HW training records on current personnel must be kept until closure of the facility, training records for former employees must be kept for at least three years from the date the employee last worked at the facility in accordance with EPA 40CFR264.16. A copy may be kept with the individuals training records.

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