

HAZARDOUS MATERIALS TRAINING PROGRAM

I. REQUIREMENTS

No crewmember or person will perform or directly supervise any hazardous material (hazmat) job function to include acceptance, rejection, handling, storage incidental to transport, packaging of company material (COMAT), or loading of cargo as an external-load, or transport under DOT Special Permit or Competent Authority unless that person has satisfactorily completed our FAA-approved initial or recurrent hazardous materials program within the past 24 months.

A record of the satisfactory completion of the initial and recurrent hazmat training for each individual who completed this training within the preceding 3 years must be maintained. These records must be available upon request, and will be maintained for as long as the employee is performing hazmat duties and for 90 days thereafter. Training records for all direct employees, independent contractors, subcontractors, and any other person who performs or directly supervises a hazmat function must be available upon request. Records may be maintained electronically.

The content of the hazmat Training Records must include:

1. The individual's name,
2. The most recent training completion date,
3. A description, copy or reference to training materials used to meet the training requirement,
4. The name and address of the organization providing the training, and
5. A copy of the certification issued when the individual was trained, which shows that a test has been completed satisfactorily.

A new hazmat employee, or a hazmat employee who changes job functions may perform those functions prior to the completion of training provided –

- (1) The employee performs those functions under the direct supervision of a properly trained and knowledgeable hazmat employee, and
- (2) The training is completed within 90 days after employment or a change in job function.

Relevant training received from a previous employer or other source may be used to satisfy the requirements of this subpart provided a current record of training is obtained from the original training source.

II. TRAINING CURRICULUM & REFERENCE TABLE

All materials and regulations used in our training curriculum must be current and valid at the time of the training.

Our training program will satisfy the requirements in the Training Reference Table and 49 CFR Parts 171 through 180. The training required is based on the functions being performed. Each trained person will be able to recognize items that contain or may contain regulated hazardous materials. A method to answer all questions prior to testing regardless of the method of instruction will be provided. We will certify that each trainee has been satisfactorily tested and verify understanding of the hazmat regulations and our policies.

Training Reference Table 2 will be used to identify the function-specific hazmat training requirements for air operators who **do not accept** hazmat in external load operations.

TRAINING REFERENCE TABLES (Per 49 CFR 172.700)

TABLE 2:

Air Operators Who <u>Do Not Accept</u> Hazardous Materials in External Loads:					
Aspects of transport of hazardous materials by air with which they must be familiar, as a minimum (See Note 1)	Shippers (See Note 2)	Operators and ground-handling agent's staff accepting hazardous materials (See note 3)	Operators and ground-handling agents staff responsible for the handling, storage, and loading of cargo and baggage	Flight crew members and load planners	Crew members (other than flight crew members)
General philosophy	x	x	x	x	x
Limitations	x	x	x	x	x
General requirements for shippers	x				
Classification	x				
List of hazardous materials	x				
General Packing requirements	x				
Labeling and marking	x	x	x	x	x
Hazardous materials transport document and other relevant documentation	x	x			
Acceptance procedures					
Recognition of undeclared hazardous materials	x	x	x	x	x
Storage and loading procedures					
Pilots' notification					
Provisions for passengers and Crew		x	x	x	x
Emergency procedures	x	x	x	x	x
Note 1 – Depending on the responsibilities of the person, the aspects of training to be covered may vary from those shown in the table.					
Note 2 – When a person offers a consignment of hazmat, including COMAT, for or on behalf of the certificate holder, then the person must be trained in the certificate holder's training. All shippers of hazmat must be trained under 49 CFR. The shipper functions in 49 CFR mirror the training aspects that must be covered for any shipper, including a non-acceptance certificate holder offering hazmat for transport, with the exception of recognition training. Recognition training is a separate FAA requirement in the certificate holder's training program.					
Note 3 – When an operator, its subsidiary, or an agent of the operator is undertaking the responsibilities of acceptance staff, such as the passenger handling staff accepting small parcel cargo, the certificate holder, its subsidiary, or the agent must be trained in the certificate holder's training program and comply with the acceptance staff training requirements.					

NOTE: The extent of training varies for each person depending on the job function they perform. The material must be covered in such scope and depth as to provide all persons with sufficient knowledge of applicable hazmat regulations and procedures to safely accomplish their specific duties.

III. ASPECTS OF HAZARDOUS MATERIALS AIR TRANSPORTATION

At a minimum, our hazardous materials training programs will include the following information.

General Philosophy

- Hazmat Training Program ~ 49 CFR 172, Subpart H
- Applicable Regulatory Materials
- Overview of 49 CFR Parts 100-185
- Definitions Used in Air Transportation of Hazardous Materials ~ 49 CFR 171.8
- General Transportation Requirements ~ 49 CFR 171.2
- Transport by Aircraft ~ 49 CFR Part 175
- Training Requirements and Recordkeeping ~ 49 CFR 172.700
- Enforcement
- Hazardous Materials Security

Limitations

- Hidden Hazardous Materials
- Hazardous Materials Carried by Passenger or Crew

General Requirements For Shippers

- Shippers Specific Responsibilities and Compliance with Regulations
- Identify and Recognize Hazmat COMAT
 - Hazardous Materials Onboard Aircraft ~ Appendix C
 - Replacement Components
 - Consumable Materials
- Specific hazmat COMAT Exceptions ~ 49 CFR 175.8
- Storage, Safe Movement and Handling Requirements for Hazmat COMAT

Classification

- Hazardous Materials Classification ~ 49 CFR 172.101, 173.2, and 173.2(a)
- Unacceptable Hazardous Materials ~ 49 CFR 172.101, 173.21, and 175.3

List of Hazardous Materials

- Purpose and Use of the Hazardous Materials Tables ~ 49 CFR 172.101
- Proper Shipping Names ~ 49 CFR 172.101 and 172.202
- Hazard Class (Definitions) ~ 49 CFR 172.101 and 173.50 - 173.144
- UN/ID Numbers ~ 49 CFR 172.101 and 172.202
- Packing Group ~ 49 CFR 172.101 and 172.202

General Packing Requirements

- Shippers Responsibilities ~ 49 CFR 171.2(e) and 171.12
- General Packing Requirements ~ 49 CFR 173.24, 173.24(a), and 173.27
- Packing Instructions and Assignments ~ 49 CFR 172.101 and Part 173
- Small Quantity Exceptions ~ 49 CFR 173.4
- Limited Quantity Exceptions ~ 49 CFR 173.150 – 173.156

Labeling and Marking

- Markings Required on Packages Containing Hazardous Materials ~ 49 CFR 172, Subpart D
- Labels Required on Packages Containing Hazardous Materials ~ 49 CFR 172, Subpart E

Hazardous Materials Transport Document and Other Relevant Documentation

- Shipper's Certification Requirements for Hazardous Materials ~ 49 CFR 172.204
- Shipping Paper Requirements ~ 49 CFR 172.200 and 172.201
- Description of Hazardous Materials Required on Shipping Papers ~ 49 CFR 172.202 and 172.203
- Shipping Papers for Hazardous Materials aboard Aircraft ~ 49 CFR 175.33

Recognition of Undeclared Hazardous Materials

- Hidden Shipment Indicators ~ Appendix A
- Suspicious Cargo and Baggage Awareness
- Hazardous Materials Discrepancy/Incident Reporting ~ 49 CFR 171.15, 171.16, 175.31, and Appendix D

Provisions for Passenger and Crew

- Hazardous Material Exceptions ~ 49 CFR 175.8 through 175.10

Emergency Procedures

- Use of North American Emergency Response Guidebook or
- Use of ICAO Red Book or similar reference