AGENDA

COMPLIANCE TRAINING COMMITTEE

**MONDAY**, JULY 10, 1989, 1 P.M. - TRAINING ROOM G

1. Adoption of minutes and agenda

2. RCRA schedule

3. Controls for new people in jobs

Distribution

Lottie Bollotte
Gene Broussard/Jim Lafleur
Jim Holley
Dick Holliday
Bob Jacobi
Bill Kelly
Andy Plauche
Linda Reinhardt
Ron Williams
Charles Winstead

xc: Chuck Bellon

SL 086033

MINUTES
COMPLIANCE TRAINING COMMITTEE
June 26, 1989

Attendees: Holley, Jacobi, Reinhardt, Williams and Winstead.

Final draft of report to Management was approved. Linda will make final corrections to report and mail to Charles who will write a cover memo and distribute. (see attached)

Committee leadership was described. The group agreed Chuck Bellon should appoint a new leader. Subsequently, Chuck has suggested Ron assume leadership and Ron has agreed. The group asked Charles to maintain membership. Charles agreed to be as active as his new position would allow.

RCRA attendees were discusesd. The group agreed with Jim's position that all maintenance people should be RCRA trained. Identification of operators needing RCRA training was referred to next agenda.

The question of adequate controls for people moved into jobs requiring training was discussed and referred to next agenda.

Thanks to everyone of you on the committee for your contribution and support during my term as chairperson.

C. Charles

SL 086034

TO: Distribution
FROM: Charles Winstead
DATE: June 29, 1989
SUBJECT: ~~Job~~ Status of Compliance Training Committee

Attached is a status report for Compliance Training Committee through June 1989.

lrb

Distribution

T. G. Brown
C. W. Bellon
G. K. Jordan
S. L. White
J. M. Gray
W. J. Peard
J. E. Meadows
J. M. Porter
T. B. Hatfield
H. C. Hank

xc: Committee Members

SL 086035

COMPLIANCE TRAINING COMMITTEE
STATUS REPORT - JUNE 1989

The Compliance Training Committee was formed in December 1988 in an effort to:

1. Determine if mandatory training had been completed for 1988.

2. Determine who, what, and how mandatory training is to be completed for 1989.

3. Develop a schedule to present to the Management Development Committee outlining all mandatory training requirements for 1989.

4. Develop a main frame computer program to enhance the present training program to allow easy field access to required training needs.

Following is a summary of the Committee's efforts to date towards meeting those objectives:

Accomplishments

1. It was determined that in 1988, RCRA Training was completed for all designated personnel; however, deficiencies were noted in some other areas (for example, in T-Day where about 90% of designated individuals were trained).

2. A list of mandatory training for the Lake Charles complex was developed. Mandatory training includes that required for compliance to either PPG, OSHA, EPA, or any other governmental requirements or regulations.

3. The current Plant Training System (PTS) computer program was reviewed to determine the current capabilities of the system, the information needed to correctly input into the system, and the modifications necessary to maximize the usefulness of the system. The needed revisions have been requested of EDP; September 1989 is their targeted completion date.

4. A form suitable for use in recording and reporting attendance at Compliance Training was developed (see attached form). The form will also be used for Safety Meeting attendance to minimize the number of forms being used in the complex.

5. A suggested yearly training schedule was developed as a

guide for future training planning (see attached schedul ).

Current Efforts

1. Summaries of the content of each training course are being developed. Entry of each summary into the PTS will be completed by August 31, 1989.

2. A list of qualified instructors for each training course as well as the basis for their qualification is being developed.

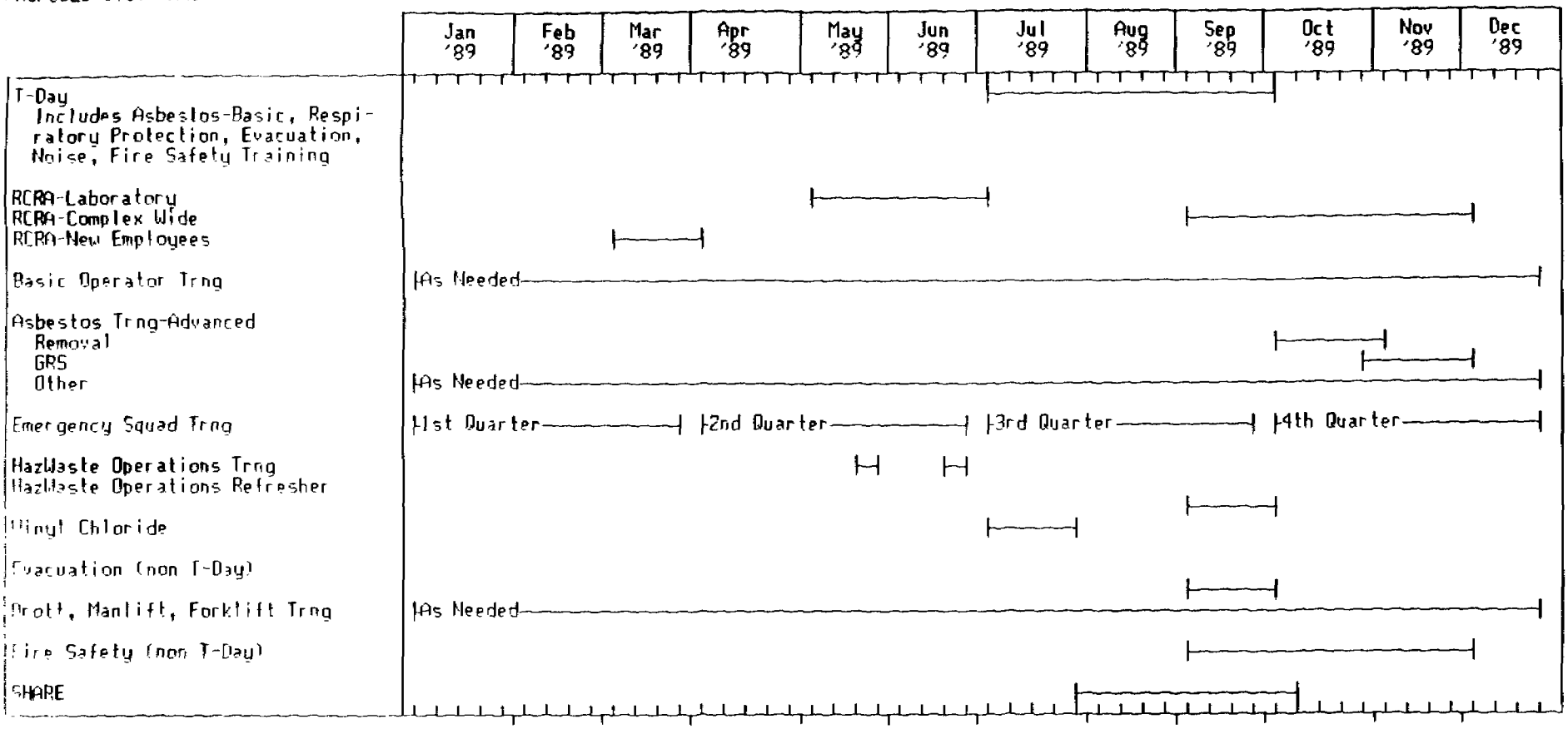
3. The scope of each training course is being clarified in a effort to develop a complete list of which functional groups and/or individuals in the complex need each type of training. This list will be developed concurrently with EDP's efforts to modify the PTS so that, upon system completion, any uncompleted training can be scheduled without delay.

Future Plans

1. Clarification of exactly who will be permitted to access and/or view either a portion or the entirety of the PTS needs to be obtained from Human Resources.

2. Upon completion of the Committee's objectives, instruction in the use of the PTS will be provided to frequent users of the system (Training Instructors, SPU Leaders, Area Supervisors, etc.). Their documentation of each training session must be correct and complete for the capabilities of the system to be fully utilized.

PROPOSED 1989 ANNUAL TRAINING SCHEDULE




SL 086038

# SAFETY MEETING & COMPLIANCE TRAINING REPORT

This report is for

Date: _____

SAFETY MEETING ____
COMPLIANCE TRAINING ____
BOTH ____

Complete this section for **SAFETY MEETING**

**SPU#** _____
**SUBJECT** _____
_____
**INSTRUCTOR** _____

Complete this section for **COMPLIANCE TRAINING**

**INSTRUCTOR #** _____
**NAME** _____
**COURSE #** _____
**NAME** _____

**COMMENTS**

_____
_____

**********

(list of attendees may be attached to sheet after completing upper portion)

| BADGE | NAME | BADGE | NAME |
|---|---|---|---|

**PLEASE SEND ORIGINAL TO TRAINING DEPARTMENT FOR COMPLIANCE TRAINING ONLY**
**RETAIN COPY FOR UNIT FILE**

**6/89**

SL 086039