

Compliance Guide for the Concentrated Aquatic Animal Production Point Source Category

Appendix S: Employee Training Log

Full document available at
<http://www.epa.gov/waterscience/guide/aquaculture>

EMPLOYEE TRAINING LOG

Facility Name: _____

NPDES Permit Number: _____

*** Instructions:** This example form may be used to track employee training at your facility.

| Employee Training | | | Completed By: _____ |
|---|---|------------------------------------|---------------------|
| | | | Title: _____ |
| | | | Date: _____ |
| Instructions: Describe the employee-training program for your facility below. The program should, at a minimum, address spill prevention and response, and proper operation and cleaning of production and wastewater treatment systems. Provide a schedule for the training program and list the employees who attend the training sessions. | | | |
| Training Topics | Brief Description of the Training Program and Materials | Schedule for Training (list dates) | Participants |
| Spill Prevention and Response | | | |
| Operation and Cleaning of Systems | | | |
| Feeding Procedures | | | |
| Other Topics (list): | | | |
| Other Topics (list): | | | |

* Note: This is only an example of what an employee training log could look like. Facilities may use existing record systems if available.