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LAWRENCE
BERKELEY
NATIONAL
LABORATORY

FACILITIES DIVISION SELF-ASSESSMENT
TRAINING STOP WORK ORDER COMPLIANCE



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Facilities Division Self-Assessment Review
Training Stop Work Order Compliance

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Jennifer Ridgeway
Facilities Division Director

Executive Summary

In 2006 a Review of the Management of Environment, Safety, and Health for the Facilities Division (MESH Review) made the following observation:

Given the reliance by the division on individual performance in hazard identification and control, the division attained a 94% completion rate for required safety training. While this met the minimum requirement, it is possible that employees are performing work without the required safety training. Some employees were also identified as not having a current Job Hazards Questionnaire.

Additionally, in 2007 an EH&S review prompted corrective action (CATS # 5611-3) that stated:

Enhance capabilities of the HRIS/JHA database to send “stop work” notice to employees, supervisors, and division management when critical safety training has expired. Facilities Division is currently pursuing this application with EH&S training.

The Facilities Division used the Self Assessment Team to examine the effectiveness of the Laboratory Stop Work notification process for deficient or expired training. It is important to ensure that the stop work information reaches the intended employees and that they comply with its instructions. Notifications were tracked to determine if training or employee issues bottlenecked division compliance and to identify reasons for non-compliance. Twenty-one employees were interviewed concerning their understanding of the Laboratory Stop Work policy.

The Job Hazard Analysis (JHA) and other work authorization programs identify, analyze, and control work which includes the identification of required training. The training requirements are assigned to the employee through the JHA process. At the beginning of the month of this assessment, 176 required training classes had either expired or were not yet taken by Facilities employees. Of these classes, 47 were considered “non-critical” from a safety perspective and 4 classes were no longer offered, but workers were still expected by the system to complete these classes.

The expired classes affects 72 division employees, 23 of who have multiple classes outstanding with 23 classes expired for a period of 6 or more months (one has been expired for 15 months).

Months Overdue	2	3	4	5	6	7	8	9	10	11	12	15
Number of Classes	59	0	7	9	8	3	1	5	3	1	1	1

After receiving many complaints and expressions of confusion about the notifications from supervisors, the EH&S training group discontinued delivery of the notifications to supervisors, sending email notifications only to the individual worker. Notifications of expired training classes continued to be sent to both the individual worker and the supervisor. This change does not work well for the Facilities Division as it has a substantial population of employees who do not access computers.

This Self Assessment included interviews with 9 craft employees, 4 work leads, 6 supervisors, 1 manager, and the EH&S Training Group Leader. Field observations to determine if workers were performing tasks restricted by the Stop Work Order were planned, but not completed due to time constraints of the Red Team. During the interviews, we found that 8 craft workers fully understood the meaning and intent of the Training Stop Work notifications. The remaining craft worker interviewed believed that work could continue despite the training lapse and contrary to the Stop Work Notification. This fairly new (less than 8 months on the job) employee had only weeks previously accessed email and had likely never seen a Training Stop Work Notification. All employees interviewed were able to concisely describe the process for dealing with stopping work on a contractor, a co-worker, or having someone perform a stop work on them.

Confined space training was identified as a bottleneck by 8 of the 20 persons interviewed because scheduled classes are cancelled just prior to their expected start and new classes are offered with insufficient lead time. There are a number of other required classes that are no longer offered. It can take a number of weeks for the EH&S database to reflect the completion of a class and in some instances has caused supervisors to mistakenly re-enroll workers.

Stop Work Notifications are also generated for workers whose job duties no longer require the maintenance of specific training due to reassignment or transfer, modifications in training classes, or when the system automatically adds classes as the JHA is modified or retaken. Supervisors should be tasked with a complete review of a worker's JHA when reassigned or transferred into their department.

Although this assessment did not return any findings, the following observations were made:

- The notification process for pending training expirations has changed. Emails are only sent to employees-many Facilities employees do not access computers. Supervisors and work leads do not receive the notifications until the training has expired
- The notifications use the same language for all expired trainings. Lapsed non-critical training such as Sexual Harassment would receive the same notifications as a more critical Lockout Tagout training
- Class completion recordkeeping is slow and inconsistent

- Classes that are no longer active or offered still exist as requirements on the JHA
- The difficulty with scheduling Confined Space classes has been identified by 8 out of 20 Facilities individuals interviewed as a training bottleneck.

The above observations resulted in the following recommended correctives that have been entered into the Corrective Action Tracking System (CATS) database:

- EH&S Training will develop a process to deliver training stop work notifications on a graded approach (CATS 8702-1)
- EH&S Training will reinstate the process for Facilities Division Supervisors and Work Leads to receive all training notifications (CATS 8702-2)
- EH&S Training will reduce the time required to assign credit to workers who complete classes to 24 hours (CATS 8702-3)
- EH&S Training will Identify and remove inactive classes from the JHA database (CATS 8702-4)
- EH&S Training will assess the feasibility to develop an online Confined Space training class (CATS 8702-5)
- Facilities will remind Division supervisors to revise JHAs as tasks and responsibilities change and that work cannot proceed without direct observation when training has expired or a stop work notification is issued (CATS 8702-6).

Introduction

In 2006 a Review of the Management of Environment, Safety, and Health for the Facilities Division (MESH Review) made the following observation:

Given the reliance by the division on individual performance in hazard identification and control, the division attained a 94% completion rate for required safety training. While this met the minimum requirement, it is possible that employees are performing work without the required safety training. Some employees were also identified as not having a current Job Hazards Questionnaire.

This resulted in corrective action CATS #2776-1:

Facilities Division will stop any work for employees that are overdue for pertinent training. Because changes to the EH&S database were going to take over a year the Facilities Division Safety Coordinator began sending out monthly critical safety training Stop Work Notifications to the supervisors.

Additionally, in 2007 an EH&S review prompted a corrective action (CATS # 5611-3) that stated:

Enhance capabilities of the HRIS/JHA database to send “stop work” notice to employees, supervisors, and division management when critical safety training has expired. Facilities Division is currently pursuing this application with EH&S training.

The results of a November 2009 BSO Job Hazards Analysis Progress Review contained one Facilities’ Division “red” finding. It determined that the JHA of 1 out of 30 Facilities workers interviewed was ineffective. The worker was using an expired JHA document and six of the twenty required safety classes listed as controls were either expired or not taken.

The Job Hazard Analysis (JHA) and other work authorization programs identify, analyze, and control work which includes the identification of required training. The training requirements are assigned to the employee through the JHA process.

Interviews were held to discuss:

- Are there training or employee issues bottlenecking Division compliance
- Employees perceptions of the Stop Work Notifications
- Have training Stop Work Notifications ever impacted the work process
- Is there training on employees JHA that should be removed
- How are employees receiving their training and stop work information
- What is the supervisors work process for tracking training
- How are employees notified their training is deficient
- Employees understanding and readiness to use the non training Stop Work process

Definitions

Work Lead: A work lead is anyone who directs, trains, and /or oversees the work and activities of one or more works. Work leads provide instruction on working safely and the precautions necessary to use equipment and facilities safely and effectively. –Pub 3000 Chapter 1.5

Definitions

Focus Area Description

The Facilities Division used the Self Assessment “Red Team” to examine the effectiveness of the Stop Work notification process for deficient or expired training. It is important to ensure that the stop work information reaches the intended employees and that they comply with its instructions. Notifications were tracked to determine if training or employee issues bottlenecked division compliance and to identify reasons for non-compliance. Twenty-one employees were interviewed concerning their understanding of the Laboratory Stop Work

policy. Those interviewed included 4 work leads, 6 craft supervisors, 9 craft workers, the MRO manager, and the EH&S Training Group Leader.

This review examined all five ISM core values as they pertain to critical safety training.

- Define the work-The Self Assessment team met with employees during scheduled interviews to discuss the correlation between the work they perform and their required training.
- Analyze the hazards-Employees rely on their training to assist them in understanding the hazards of their work. One goal of this Self Assessment is to ensure employee have the training necessary to analyze critical work hazards.
- Develop Controls-Required training is a work control. It was important to verify that employee received and understood Stop Work notifications.
- Perform the Work-The review attempted to determine that employees with stop work notifications were not performing work without the required associated training.
- Obtain Feedback-Feedback was gained during both field and scheduled interviews. Feedback was important to understand the process for receiving notifications and to identify any training roadblocks faced by Craft Employees and their Supervisors.

Current Requirements

Training requirements originate from many sources, including DOE orders, DOE regulations, OSHA, EPA, and DOT regulations. Specific training requirements are identified in specific subject matter PUB 3000 chapters. These include the following provisions:

- Ensure that before work begins, the required controls and formal training are completed and implemented
- Before allowing work to proceed, verify that worker competence and on-the-job training are commensurate with work assignments
- Every employee and guest is required by LBNL policy to complete a Job Hazard Analysis and to complete the training required for that employee's work assignment on initial hire and whenever the employee is assigned to a new position or to tasks with new hazards.
- Principal investigators, managers, and supervisors (work Leads) are responsible for assuring that employees under their supervision complete the Job Hazards Analysis and receive specialized training as required by Pub-3000 Chapter 24

- Work Leads are responsible for analyzing work, including identifying EH&S training requirements, for staff under their direction.

Therefore, when the training for a task expires, the worker must no longer perform that task until the training is updated. Notifications of pending training expirations are sent by EH&S on the first and third Tuesday of each month at the following intervals:

- 60 days before expiration
- 30 days before expiration
- 7 days before expiration
- 1 day after expiration

Stop Work notifications were initially sent to individuals, supervisors, and work leads informing them when training was about to expire or that it had expired. This notification read:

“If this training is listed on your Job Hazards Analysis/Work Authorization, then the training is a required control. If you are currently performing the task(s) without all required controls (including current training) in place, please STOP IMMEDIATELY until all required controls are in place. If this notification is for training that will expire soon, you may continue performing the task(s) associated with this training until the training expires, as long as all other controls are in place.”

After receiving many complaints and expressions of confusion about the notifications from supervisors, EH&S removed/changed the language in the notifications to read:

“The following list contains staff you supervise whose training requirements are incomplete. These individuals are not authorized to perform tasks that require this training. For example, if they have not completed ladder training they may not perform tasks that require the use of a ladder until their training is complete. If those you supervise are performing these tasks, please direct them to stop that work until they have completed their required training.”

At the time of this revision, the EH&S Training Group discontinued delivery of the notifications to supervisors and work leads, sending email notifications only to the individual worker. Notifications of expired training classes continued to be sent to both the individual worker and the supervisor. This change prevented the delivery of the notifications to many Division workers because they do not regularly access computers, do not have computer skills, or refuse to use computers.

The current notification sent to workers with expired or training with a pending expiration reads:

“According to the EH&S training database, your training requirements for the following course(s) has expired or will expire within 60 days. Note; the training(s) listed are required controls in your Job Hazard Analysis/Work Authorization. If a training course has expired, you are not authorized to perform tasks that require this training. For example, if you have not completed ladder training you may not perform tasks that require the use of a ladder until your training is complete. Please discuss this with your Supervisor or Work Lead if you have questions.”

Assessment Scope

Training Stop Work notifications issued to Facilities craft workers and any contractors included in the JHA program were examined. Additionally:

- All Facilities Division Stop Work notifications issued were tracked to establish a baseline
- 19 Supervisors, Work Leads, and Craft Employees were interviewed
- The Facilities Division Maintenance and Operations Manager was interviewed
- The EH&S Training Group Leader was interviewed
- Reviewed Pub 3000 Chapter 6 Safe Work Authorizations reviewed
- Reviewed Pub 3000 Chapter 24 EH&S Training reviewed
- Reviewed Facilities Division ISM Plan reviewed
- Researched Facilities Division 2006 Management of Environment, Safety, and Health (MESH) Review
- Researched Corrective Actions (CATS) # 2776-1 and 5611
- Researched Final Report Lawrence Berkeley National Laboratory Job Hazards Analysis Progress Review November 2009

Assessment Results

At the beginning of the month of this assessment, 176 required training classes had either expired or were not yet taken by Facilities employees. Of these classes, 47 were considered “non-critical” from a safety perspective and 4 classes were no longer offered, but workers were still expected by the system to complete these classes. This (the expired classes) affects 72 division employees, 23 of who have multiple classes outstanding with 23 classes expired for a period of 6 or more months (one has been expired for 15 months).

Months Overdue	2	3	4	5	6	7	8	9	10	11	12	15
Number of Classes	59	0	7	9	8	3	1	5	3	1	1	1

The Self Assessment team collectively interviewed 9 craft workers. Of these workers, 6 use a computer daily, 1 uses the computer about once a week, and one worker never uses a computer. All of the 7 computer using workers have received a Training Stop Work Notification. Each of the 7 employees stated they notified their supervisor/work lead when they received the notifications and discontinued work applicable to the training. Eight were clear in their understanding of the purpose behind the Stop Work notifications. Only 1 employee did not realize that a training Stop Work Notification meant that they may not perform work associated with that particular training. This particular employee has been at the lab for less than a year and had only been on a work computer for a few weeks. This 'short time' employee would undoubtedly have not received any training Stop Work Notifications for training expirations. This employee stated that he "would do any work asked to do by his lead even if his training was not taken." This employee stated that he had been asked to perform work for which he has not been trained. One of the interviewed work leads believed that employees could continue working with expired/not taken training. The 8 other craft workers stated they had never been asked to perform work associated with expired/not yet taken training.

Using the interviews to drill down further, several open ended questions were asked concerning the overall stop work process. Every employee understood the Stop Work process and stated an assurance that they would Stop Work any time necessary on either contractors or co-workers. All interviewees stated they would be comfortable having someone perform a Stop Work on any task they were performing even if the person were incorrect.

Supervisors, Work Leads, and Employees were asked to identify any training bottlenecks. Confined space training was identified as an ongoing training bottleneck by 4 of the 6 supervisors and 3 of the 9 employees interviewed. The MRO manager also identified Confined Space training as a bottleneck. The other issue brought forward by this question was the delay in getting credit for classes taken.

The question was asked "Do you or do your direct reports have training on your/their JHA for tasks never performed? Half (3) of the supervisors answered yes there is training that should be removed. Half of the work leads and 3 of the 9 employees said that yes there is training on their JHA that does not belong. There was one employee who was not sure.

Supervisors informed the Self Assessment team that they gather their training information from both the training database emails and occasionally the JHA system. Supervisors' process for distributing this information is to notify the employee(s) in person or by email as appropriate. Work Leads depend on the supervisors or the employees to keep them informed on the employees training status. Work Leads who are assigning the employees their daily job tasks depend on supervisors and employees to keep them informed on training status. Supervisors

and Work Leads stated they can use the JHA system to access training information but do so infrequently because it is time consuming.

During the interview with the MRO Manager it was stated that training expirations have impacted work on an occasion when certain testing certifications expired and an outside contractor was used.

Findings and Observations

Although this assessment did not return any findings, the following observations were made:

- The notification process for pending training expirations has changed. Emails are only sent to employees-many Facilities employees do not access computers. Supervisors and work leads do not receive the notifications until the training has expired
- The notifications use the same language for all expired trainings. Lapsed non-critical training such as Sexual Harassment would receive the same notifications as a more critical Lockout Tagout training
- Class completion recordkeeping is slow and inconsistent
- Classes that are no longer active or offered still exist as requirements on the JHA
- The difficulty with scheduling Confined Space classes has been identified by 8 out of 20 Facilities individuals interviewed as a training bottleneck.

Noteworthy

There were no noteworthy practices identified.

Recommended Corrective Actions

The above observations resulted in the following recommended correctives that have been entered into the Corrective Action Tracking System (CATS) database:

- EH&S Training will develop a process to deliver training stop work notifications on a graded approach (CATS 8702-1)
- EH&S Training will reinstate the process for Facilities Division Supervisors and Work Leads to receive all training notifications (CATS 8702-2)
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- EH&S Training will Identify and remove inactive classes from the JHA database (CATS 8702-4)
- EH&S Training will assess the feasibility to develop an online Confined Space training class (CATS 8702-5)
- Facilities will remind Division supervisors to revise JHAs as tasks and responsibilities change and that work cannot proceed without direct observation when training has expired or a stop work notification is issued (CATS 8702-6).

Conclusion

This report supports the belief that Facilities Division employees largely understand both the training stop work process and the laboratory stop work policy.

Facilities Division Supervisors and Work Leads all indicated that despite the large number of emails received they would prefer receiving all training email notifications. Work leads in particular have the responsibility of knowing if a worker has any expired training prior to assigning work tasks. The Training Group needs to reinstate the process whereby supervisors and work leads receive the post expiration training notifications.

There are still a number of employees with required training on their JHAs for classes that are no longer offered. These classes should be removed by EH&S. Certain classes are available for removal by supervisor and a few employees continue to have classes on their JHA that should be removed by their supervisor. Once the obsolete classes are removed from the JHAs the mixed message concerning the correlation between training and work assignment will be clearer and support the desired safety culture.

Supporting Documentation

The following documentation was reviewed as part of the self assessment.

- All Facilities Division Stop Work notifications issued were tracked to establish a baseline
- 19 Supervisors, Work Leads, and Craft Employees were interviewed
- The Facilities Division Maintenance and Operations Manager was interviewed
- The EH&S Training Group Leader was interviewed
- Reviewed Pub 3000 Chapter 6 Safe Work Authorizations
- Reviewed Pub 3000 Chapter 24 EH&S Training
- Reviewed Facilities Division ISM Plan
- Researched Facilities Division 2006 Management of Environment, Safety, and Health (MESH) Review

- Researched Corrective Actions (cats) # 2776-1 and 5611
- Researched Final Report Lawrence Berkeley National Laboratory Job Hazards Analysis Progress Review November 2009

Attachment 1: Self Assessment Methodology

Competence Commensurate with Responsibilities is an important element of ISM. Stop Work Orders based on expired training are designed to help implement this element and to prevent injury from a lack of knowledge of safe practices. Based on other difficulties in communicating issues down to craft workers, this assessment was selected to ensure compliance with the Stop Work Order program.

- A. Persons conducting the Self Assessment
 1. The Facilities Self-Assessment team met June 27, 29, and 30th. The team consisted of Janice Sexson, Gene Tucker, Tom Caronna, Eric Lahrs, and Don Beaton.
- B. Methodology
 1. The team reviewed all Stop Work Notifications for the month of June.
 2. Multiple notifications for individual workers were included in the review.
 3. Team Members discussed the Self Assessment Plan, Stop Work training notifications history, interview techniques, and lines of inquiry.
 4. The team interviewed 21 individuals including 6 Supervisors, 4 Work Leads, and 9 Craft Employees. 1 Manager and the EH&S Training Group Leader were also interviewed.

Attachment 2: Lines of Inquiry

The following lines of inquiry were used as guide lines in developing questions associated with the review.

1. Are the workers getting the Stop Work notifications for deficient or expired training in a timely manner
2. Do the workers understand and comply with the Stop Work notifications
3. Are the number of Stop Work notifications impacting the work process
4. Are there training bottlenecks impacting the work process

Results of Interviews

Interview Questions	Interviewed Supervisors (6 total)	Interviewed Work Leads (4 total)	Interviewed Craft Workers (9 total)
Accesses computer	Daily: Yes: 6	Daily: Yes: 3 Never: 1	Daily: Yes: 6 Weekly: Yes: 1 Never: 2
Understands the Training Stop Work Notifications	Yes: 6	Yes: 3 No: 1	Yes: 8 No: 1
Would "Stop Work" on contractor or co-worker	Yes: 6	Yes: 4	Yes: 9
Identified Confined Space training as a training bottleneck	Yes: 4 No: 2	Yes: 0 No: 4	NA: 2 Yes: 3 No: 4
Receives Training Stop Work Notifications for direct reports at time of training expiration	Yes: 6	No (Self Only): 3	For Self Only Yes: 7 No: 2
Receiving Training Stop Work Notifications for direct reports in advance of expirations	No: 6	No (Self Only): 4	For Self Only Yes: 7 No: 2
Comfortable stopping work on co- worker when necessary	Yes: 6	Yes: 4	Yes: 9
Comfortable having others stop work on self	Supervisors not Asked	Yes: 4	Yes: 9
Is there training on you/direct reports JHA for work never perform	Yes: 3 No: 3	Yes: 2 No: 2	Yes: 3 No: 5 Not sure: 1
Have you ever been asked to perform work on a task for which you have expired/not taken required training	Supervisors not asked this question	Work Leads not asked this question	Yes: 1 No: 7 Not sure: 1
Have training Stop Work Notifications every impacted your work process	No: 6	No: 4	Yes: 1 No: 8

Lines of Inquiry Work Sheet

Name of Interviewer _____ Craft Workers _____

Question	Response
<ul style="list-style-type: none"> • Have you been getting the Stop Work Notifications for deficient or expired training in a timely manner? 	
<ul style="list-style-type: none"> • What does the training stop work notification mean to you? 	
<ul style="list-style-type: none"> • Have training Stop Work Notifications ever impacted your work process? 	
<ul style="list-style-type: none"> • Is there required training on your training profile/JHA s for work you never perform? 	
<ul style="list-style-type: none"> • Are there training bottlenecks that are impacting your work process? 	
<ul style="list-style-type: none"> • Have you ever been asked to perform work on a task for which you have expired training? 	
<ul style="list-style-type: none"> • Who notifies you when your training is expired? 	
<ul style="list-style-type: none"> • How do you receive your training information? 	
<ul style="list-style-type: none"> • Do you access a computer at work? How frequently? (daily, weekly, once in a while) 	
<ul style="list-style-type: none"> • If you receive training notifications what do you do with the information? (who do you inform) 	
<ul style="list-style-type: none"> • Do you open and read the training notifications from the EH&S database? 	
<ul style="list-style-type: none"> • How many emails do you receive/read on a daily basis? 	
<ul style="list-style-type: none"> • Explain the overall laboratory stop work process? 	
<ul style="list-style-type: none"> • Would you be comfortable stopping work on a contractor? On a co-worker? 	

Lines of Inquiry Work Sheet

Name of Interviewer _____ Supervisor/Work Lead _____

Question	Response
<ul style="list-style-type: none"> • How do you ensure a worker is qualified by training to perform a work task? 	
<ul style="list-style-type: none"> • What does the training stop work notification mean to you? 	
<ul style="list-style-type: none"> • Have training Stop Work Notifications ever impacted your work process? 	
<ul style="list-style-type: none"> • Is there required training on your or your direct reports training profile/JHA for work you/they never perform? 	
<ul style="list-style-type: none"> • Are there training bottlenecks that are impacting your work process? 	
<ul style="list-style-type: none"> • Who notifies you when your training is expired? 	
<ul style="list-style-type: none"> • How do you receive your training information? 	
<ul style="list-style-type: none"> • What is your work process for tracking training? 	
<ul style="list-style-type: none"> • What is your work process for informing workers their training is expired? 	
<ul style="list-style-type: none"> • If you receive training notifications what do you do with the information? (who do you inform) 	
<ul style="list-style-type: none"> • Do you open and read the training notifications from the EH&S database? 	
<ul style="list-style-type: none"> • How many emails do you receive/read on a daily basis? 	
<ul style="list-style-type: none"> • Explain the overall laboratory stop work process? 	
<ul style="list-style-type: none"> • Would you be comfortable stopping work on a contractor? On a co-worker? 	
<ul style="list-style-type: none"> • How would you react if a stop work were performed on you? 	

June 2, 2011 Multiple Training Notifications

Course	Number or months Expired/Notifications sent	Employee Name	Course Availability
Safety at the ALS Crafts Worker ALS1008	4 months	Julian Aki Rod Bennett	Available on line
	2 months	Arnel Jugarap Arthur Maynard Jimmie Nez Ryan Velasco Tom Reese David McPherson T Samatua Jack Fellman Germaine Sumbler Robert Torres Jamie Abenojar Ray Estrada Partick Dupont Johnny Rivera	
EH&S0010 Overview of EH&S at LBNL	2 months	Anthony Burks Richard Cory	Available on line
Aerial Work Platform Classroom EH&S0223	12 months	Lyle Woods	Available on demand for 5 employees or more
	6 months	Robert Alford Jose Delgado	
	5 months	Sayee Chea	
Adult CPR EH&S0123	4 months	Ryan Velasco	Available 10am-12am 6/9/2011 7/12/2011 8/9/2011 9/8/2011
Powered Industrial Truck Operator EH&S0225	9 months	Lyle Woods	Available on demand
Powered Industrial Truck Operator Practical EH&S0225	10 months	Larry Begley	Available on demand
	7 months	Ron Turner	Facilities Division teaches this class
	2 months	Gil Jaspal	
Confined Space Hazards EH&S0274/275	5 months	Kent Largent Sayee Chea	Class has been unavailable
	4 months	Glen Langstaff	
	2 months	KathyEidson	

June 2, 2011 Multiple Training Notifications

		Scott Fellman Robert Torres	
Scaffold Users Hazard Awareness EH&S0279	8 months	Ali Tam	Available on demand for 5 employees or more
	2 months	Michael Jang	
Noise exposure Hearing test EH&S0285	15 months	Lyle Woods	Schedule through Health Services
	2 months	John Tully Richard Curtis Rod Bennett Bill Kenney	
Asbestos Worker EH&S0322	10 months	Matt Vail	Through qualified offsite vendor 4-days
	9 months	Charles Taberski	
	6 months	Doug Brunkow	
Lead Worker Training EH&S0330	7 months	Chuck Taberski	Available on line
	5 months	Shawn Smith	
Asbestos Building Inspector EH&S0335	9 months	Matt Vail- Charles Taberski	Through qualified offsite vendor-3 days
	2 months	Doug Brunkow	
Asbestos Awareness EH&S0339	12 months	Joe Griffin— Course Completed	Available on line
	11 months	Johnny Rivera	
	5 months	Pat Dupont	
Fire Extinguisher Safety and refresher EH&S0530 EH&S0531	10 months	Pat Dupont	EH&S0530 available 6/10/2011 6/15/2011 6/28/2011 7/20/2011 7/26/2011 EH&S0531 available on line
	2 months	Joe Avazian Warren Elliot Julian Aki	
OSHA High Voltage Electrical Safety EH&S860	9 months	Keith Laforga	Contact Keith Gershon
	4b months	Michael Lee	Contact Keith Gershon
Qualified Electrician EH&S0250	6 months	Robert Alford Jose Delgado Robert Shaw	Available by request Instructor Keith Gershon
	5 months	Michael Lee	

June 2, 2011 Multiple Training Notifications

Ladder safety EH&S0278	2 months	Kevin Haugh	Next offered 6/8/2011
Respirator Supervisor Training EH&S 318	6 months	Victor Haskett	Available on line
	2 months	Gerard Duncan	
GERT EH&S0470	6 months	Christoher McMorris	Available on line
	2 months	Donald Frelow— <u>Course Completed</u> <u>Dan McKeever</u> <u>Fred Cereno</u> <u>Joe Clauss</u>	
Penetration Permit FAC007	7 months	Ali Tam	Course given by Facilities-Mike Dong
	4 months	Glen Langstaff	
	2 months	Jules Feher	
Respirator Training EH&S 310	5 months	Charles Taberski	Available on request- contact Herb Toor
	2 months	Wiley Walters Roger Deaver Rod Bennett Steve Warner	
PPE training EH&S0161	5 months	Bernard Mattimore Christopher McMorris Pat Dupont	Available on line
	2 months	Albert Mathewson Linda Mcdonald	
Crane Hoist Operator over 2 tons EH&S0206	4months	Johnny Cruz	Available quarterly or as needed
Crane Hoist operator 2 tons or less EH&S 210	2 months	Kevin Haugh	
Lockout/tagout refresher EH&S0258 refresher	2 months	Louis Pandolfo Larry Begley Ron Silva	Available on line
Loto Practical Refresher EH&S0369	2 months	Wallace Haynes Ray Avalos Kathy Eidson BryanFellows EloySalinas Ron Silva	Available 6/3/2011 6/8/2011 6/10/2011 6/14/2011 6/17/2011 6/22/2011 etc...
Lockout/tagout Practical EH&S0359	2 months	Warren Elliot	Available 6/15/2011 7/12/2011

June 2, 2011 Multiple Training Notifications

Lockout/tagout Verification EH&S0358	2 months	Warren Elliot	Available 6/15/2011 7/12/2011
Chem Hygiene for Facilities EH&S0345 Chem Hygiene and Safety EH&S0348	2 months	Anthony Burks Gabriel Hawkins Curtis Cariveau	Available 359-6/15/2011 7/12/2011 348-Available on line
EH&S0471 Rad Protection RW 1/Pt1	2 months	Richard Doty	Available on line
EH&S604 Hazardous Waste Generator	2 months	Gabriel Hawkins Curtis Cariveau Kevin Haugh	Available on line
EH&S0610 Waste Accumulation Areas	2 months	Victor Haskett	Available on request – contact Charlotte Van Warmerdam
EH&S0680 Spill Prevention, Control, and Countermeasures Training	2 months	Robert Romero	Contact Robert Fox x 7327

The following list contains employees and affiliates in Facilities who have incomplete or expired course requirements.

Supervisor Name	Employee Name	Course	Enrollment Date	Last Date Taken	Expire Date
Begley, Larry E	Maynard, Arthur C	ALS1008 - Safety at ALS Crafts Workers		12/23/2009	12/23/2010
Crofoot, Michael T	Nez, Jimmie	ALS1008 - Safety at ALS Crafts Workers		1/20/2005	1/20/2006
Crofoot, Michael T	Velasco, Ryan C	ALS1008 - Safety at ALS Crafts Workers		5/19/2003	5/18/2004
Haley, Kirk T	McPherson, David L	ALS1008 - Safety at ALS Crafts Workers		11/8/2006	11/8/2007
Jang, Michael	Fellman, Jack	ALS1008 - Safety at ALS Crafts Workers		8/19/2009	8/19/2010
Mattson, William	Abenojar, Jaime B	ALS1008 - Safety at ALS Crafts Workers		6/5/2008	6/5/2009
Mattson, William	Aki, Julian	ALS1008 - Safety at ALS Crafts Workers		2/19/2010	2/19/2011
Mattson, William	Bennett, Rod	ALS1008 - Safety at ALS Crafts Workers		2/11/2010	2/11/2011
Trigales, Kevin P	Dupont, Patrick	ALS1008 - Safety at ALS Crafts Workers		8/29/2005	8/29/2006
Trigales, Kevin P	Rivera, Johnny Cruz	ALS1008 - Safety at ALS Crafts Workers		5/14/2004	5/14/2005
Anderson, Bruce J	Clarke, Jamie T	EHS0010 - Overview of EH&S at LBNL			
Anderson, Bruce J	Helmer, Thomas E	EHS0010 - Overview of EH&S at LBNL			
Canio, Bernadette Bautista	Vitorte, Danilo S	EHS0010 - Overview of EH&S at LBNL			
Griffin Jr, Joseph E	Burks, Anthony	EHS0010 - Overview of EH&S at LBNL			
Llewellyn, William E	DeWitt, Gary E	EHS0010 - Overview of EH&S at LBNL			
Martinez, Henry	Azarkhish, Arash	EHS0010 - Overview of EH&S at LBNL			
Thompson, Tamatha L	Croy, Richard F	EHS0010 - Overview of EH&S at LBNL			
Haley, Kirk T	White, Ian	EHS0042 - Safety Impl Wklds/Spvrs			
Flannery, Walt	Jang, Michael	EHS0052 - Back Safety-Maint/Exer			
Hudson, Michael B	Kirk, Duston Michael	EHS0052 - Back Safety-Maint/Exer			
Hudson, Michael B	Seele, Mark D	EHS0052 - Back Safety-Maint/Exer			
Anderson, Bruce J	Viils, Paloma	EHS0058 - Ergo Self Assessment-Refresher		3/1/2010	3/1/2011
Fletcher, Kenneth A	Mattimore, Bernard	EHS0058 - Ergo Self Assessment-Refresher			
Ohearn, Jerome	Lockhart, Douglas E	EHS0058 - Ergo Self Assessment-Refresher		3/3/2010	3/3/2011
Porter, Kory James	Brown, Tamara A	EHS0058 - Ergo Self Assessment-Refresher		6/2/2010	6/2/2011
Canio, Bernadette Bautista	Vitorte, Danilo S	EHS0059 - Ergo Self Assessment-Comp User			
Martinez, Henry	Azarkhish, Arash	EHS0059 - Ergo Self Assessment-Comp User			
Thompson, Tamatha L	Croy, Richard F	EHS0059 - Ergo Self Assessment-Comp User			
Flannery, Walt	Trigales, Kevin P	EHS0116 - First Aid Safety		2/13/2008	2/12/2011

Hudson,Michael B	Eidson,Katherine M	EHS0116 - First Aid Safety	8/9/2011	5/14/2008	5/14/2011
Begley,Larry E	Hawkins,Gabriel Michael	EHS0123 - Adult CPR	7/12/2011	6/11/2009	6/11/2011
Begley,Larry E	Jugarap,Arnel	EHS0123 - Adult CPR		3/12/2009	3/12/2011
Hudson,Michael B	Parker,John M	EHS0123 - Adult CPR	8/9/2011	5/14/2009	5/14/2011
Jang,Michael	Sampson,Timothy C	EHS0123 - Adult CPR		5/14/2009	5/14/2011
Anderson,Bruce J	Clarke,Jamie T	EHS0161 - PPE Training			
Anderson,Bruce J	Helmer,Thomas E	EHS0161 - PPE Training			
Begley,Larry E	Smith,William R	EHS0161 - PPE Training			
Fletcher,Kenneth A	Mattimore,Bernard	EHS0161 - PPE Training			
Jang,Michael	Mathewson,Albert C	EHS0161 - PPE Training			
Jang,Michael	McDonald,Linda M	EHS0161 - PPE Training			
Llewellyn,William E	Evans,Christopher L	EHS0161 - PPE Training			
Martinez,Henry	Azarkhish,Arash	EHS0161 - PPE Training			
Philliber,Jeffrey G	McMorris,Christopher D	EHS0161 - PPE Training			
Trigales,Kevin P	Dupont,Patrick	EHS0161 - PPE Training			
Trigales,Kevin P	Rivera,Johnny Cruz	EHS0206 - Crane/Hoist Oper-Over 2tons		2/13/2008	2/12/2011
Porter,Kory James	Haugh,Kevin T	EHS0210 - Crane/Hoist Oper-2tons or less	7/6/2011		
Begley,Larry E	Alford,Robert Steven	EHS0223 - Aerial Work Platform	6/23/2011		
Begley,Larry E	Delgado,Jose Alejandro	EHS0223 - Aerial Work Platform	6/23/2011		
Begley,Larry E	Woods,Lyle	EHS0223 - Aerial Work Platform	6/23/2011		
Jang,Michael	Chea,Sayee	EHS0223 - Aerial Work Platform	6/23/2011		
Flannery,Walt	Begley,Larry E	EHS0224 - Powered Ind Truck Op Practical		6/19/2007	6/18/2010
Haugh,Kevin T	Gill,Jaspal	EHS0224 - Powered Ind Truck Op Practical		5/2/2008	5/2/2011
Haugh,Kevin T	Guerrero,Ramon B	EHS0224 - Powered Ind Truck Op Practical		9/11/2007	9/10/2010
Trigales,Kevin P	Turner,Ronald Glenn	EHS0224 - Powered Ind Truck Op Practical		5/31/2007	5/30/2010
Begley,Larry E	Woods,Lyle	EHS0225 - Powered Ind Truck Operator			
Begley,Larry E	Pandolfo,Louis A	EHS0249 - Qualified Elec Technologist			
Begley,Larry E	Alford,Robert Steven	EHS0250 - Qualified Electrician Training			
Begley,Larry E	Delgado,Jose Alejandro	EHS0250 - Qualified Electrician Training			
Crofoot,Michael T	Shaw,Darrel Robert	EHS0250 - Qualified Electrician Training			
Murphy,James W	Lee,Michael Gene	EHS0250 - Qualified Electrician Training			
Begley,Larry E	Pandolfo,Louis A	EHS0256 - LockOut/TagOut Verification			

Begley,Larry E	Jugarap,Arnel	EHS0258 - Lockout/Tagout Refresher	12/14/2009	12/14/2010
Begley,Larry E	Pandolfo,Louis A	EHS0258 - Lockout/Tagout Refresher	4/20/2010	4/20/2011
Flannery,Walt	Begley,Larry E	EHS0258 - Lockout/Tagout Refresher	4/8/2010	4/8/2011
Flannery,Walt	Jang,Michael	EHS0258 - Lockout/Tagout Refresher	5/7/2010	5/7/2011
Haugh,Kevin T	Haynes,Wallace	EHS0258 - Lockout/Tagout Refresher	5/7/2010	5/7/2011
Jang,Michael	Phillip,Vaughn D	EHS0258 - Lockout/Tagout Refresher	5/19/2010	5/19/2011
Jang,Michael	Sumbler,Germaine	EHS0258 - Lockout/Tagout Refresher	5/19/2010	5/19/2011
Langstaff,Glen	Haley,Kirk T	EHS0258 - Lockout/Tagout Refresher	5/19/2010	5/19/2011
Ngim,Robert D	Carreon,Michael R	EHS0258 - Lockout/Tagout Refresher	6/10/2010	6/10/2011
Ngim,Robert D	Fellows,Bryan E	EHS0258 - Lockout/Tagout Refresher	3/16/2010	3/16/2011
Trigales,Kevin P	Dupont,Patrick	EHS0258 - Lockout/Tagout Refresher	5/19/2010	5/19/2011
Trigales,Kevin P	Silva,Ronald L	EHS0258 - Lockout/Tagout Refresher	2/17/2010	2/17/2011
Flannery,Walt	Jang,Michael	EHS0268 - Introduction to NFPA 70E	7/14/2011	
Begley,Larry E	Largent,Kent	EHS0274 - Confined Space Retraining		
Hudson,Michael B	Eidson,Katherine M	EHS0274 - Confined Space Retraining	1/5/2005	1/5/2008
Jang,Michael	Fellman,Scott J	EHS0274 - Confined Space Retraining		
Jang,Michael	Torres,Robert	EHS0274 - Confined Space Retraining	2/19/2003	2/18/2006
Ohearn,Jerome	Harkins,Joseph P	EHS0274 - Confined Space Retraining	4/7/2008	4/7/2011
Jang,Michael	Chea,Sayee	EHS0275 - Confined Space Hazards		
Ridgeway,Jennifer S	Langstaff,Glen	EHS0275 - Confined Space Hazards		
Porter,Kory James	Haugh,Kevin T	EHS0278 - Ladder Safety Training		
Flannery,Walt	Jang,Michael	EHS0279 - Scaffold Users HazardAwareness		
Murphy,James W	Tam,Ali	EHS0279 - Scaffold Users HazardAwareness		
Begley,Larry E	Woods,Lyle	EHS0285 - Noise Exposure Hearing Test		
Haley,Kirk T	Tully,John E	EHS0285 - Noise Exposure Hearing Test	4/16/2010	4/16/2011
Jang,Michael	Curtis,Richard A	EHS0285 - Noise Exposure Hearing Test	4/16/2010	4/16/2011
Mattson,William	Bennett,Rod	EHS0285 - Noise Exposure Hearing Test	4/15/2010	4/15/2011
Anderson,Bruce J	Walters,Wiley G	EHS0310 - Respirator Training	2/23/2010	2/23/2011
Crofoot,Michael T	Deaver,Roger	EHS0310 - Respirator Training		
Mattson,William	Bennett,Rod	EHS0310 - Respirator Training	2/17/2010	2/17/2011
Murphy,James W	Warner,Steve	EHS0310 - Respirator Training	2/24/1999	2/24/2000
Vail,Mathew Edward	Taberski,Charles M	EHS0310 - Respirator Training		

Begley,Larry E	Andreas,Peter Rudi	EHS0311 - Respirator Awareness-Dust Mask		
Begley,Larry E	Woods,Lyle	EHS0311 - Respirator Awareness-Dust Mask		
Griffin Jr,Joseph E	Burks,Anthony	EHS0311 - Respirator Awareness-Dust Mask		
Murphy,James W	Tam,Ali	EHS0311 - Respirator Awareness-Dust Mask		
Ohearn,Jerome	Vail,Mathew Edward	EHS0311 - Respirator Awareness-Dust Mask		
Vail,Mathew Edward	Brunkow,Douglas E	EHS0311 - Respirator Awareness-Dust Mask		
Vail,Mathew Edward	Taberski,Charles M	EHS0311 - Respirator Awareness-Dust Mask		
Vail,Mathew Edward	Beaton,Donald W	EHS0317 - Asbestos Class III Worker Refr		
Anderson,Bruce J	Duncan,Gerard M	EHS0318 - Respirator Supervisor/Worklead		
Crofoot,Michael T	Deaver,Roger	EHS0318 - Respirator Supervisor/Worklead		
Mattson,William	Haskett,Victor H	EHS0318 - Respirator Supervisor/Worklead		
Ohearn,Jerome	Vail,Mathew Edward	EHS0322 - Asbestos Worker Training		
Vail,Mathew Edward	Taberski,Charles M	EHS0322 - Asbestos Worker Training		
Crofoot,Michael T	Deaver,Roger	EHS0330 - Lead Worker Training	4/4/2006	4/4/2007
Crofoot,Michael T	Sanchez,Ignacio	EHS0330 - Lead Worker Training	5/7/2010	5/7/2011
Mattson,William	Smith,Shawn Brian	EHS0330 - Lead Worker Training		
Vail,Mathew Edward	Taberski,Charles M	EHS0330 - Lead Worker Training		
Crofoot,Michael T	Deaver,Roger	EHS0335 - Asbestos Building Inspector		
Ohearn,Jerome	Vail,Mathew Edward	EHS0335 - Asbestos Building Inspector		
Vail,Mathew Edward	Taberski,Charles M	EHS0335 - Asbestos Building Inspector		
Haley,Kirk T	McPherson,David L	EHS0339 - Asbestos Awareness	5/12/2010	5/12/2011
Trigales,Kevin P	Dupont,Patrick	EHS0339 - Asbestos Awareness	1/5/2010	1/5/2011
Trigales,Kevin P	Rivera,Johnny Cruz	EHS0339 - Asbestos Awareness	2/13/2009	2/13/2010
Griffin Jr,Joseph E	Burks,Anthony	EHS0345 - Chem Hygiene for Facilities		
Haugh,Kevin T	Anabeza,Villalito S	EHS0345 - Chem Hygiene for Facilities	6/21/2011	
Haugh,Kevin T	Bedford,Kathreen	EHS0345 - Chem Hygiene for Facilities	6/21/2011	
Begley,Larry E	Hawkins,Gabriel Michael	EHS0348 - Chemical Hygiene and Safety		
Mattson,William	Cariveau,Curtis	EHS0348 - Chemical Hygiene and Safety		
Crofoot,Michael T	Elliott,Warren R	EHS0358 - LockOut/TagOut Verification		
Crofoot,Michael T	Elliott,Warren R	EHS0359 - LockOut/TagOut Practical		
Begley,Larry E	Andreas,Peter Rudi	EHS0369 - LOTO Practical Refresher	6/17/2011	
Begley,Larry E	Pandolfo,Louis A	EHS0369 - LOTO Practical Refresher		

Dong,Michael C	Murphy,James W	EHS0369 - LOTO Practical Refresher			
Flannery,Walt	Begley,Larry E	EHS0369 - LOTO Practical Refresher			
Hudson,Michael B	Avalos,Raymond A	EHS0369 - LOTO Practical Refresher			
Hudson,Michael B	Eidson,Katherine M	EHS0369 - LOTO Practical Refresher	6/14/2011		
Hudson,Michael B	Padilla,Gonzalo	EHS0369 - LOTO Practical Refresher	6/14/2011		
Jang,Michael	Fellman,Scott J	EHS0369 - LOTO Practical Refresher			
Mattson,William	Abenojar,Jaime B	EHS0369 - LOTO Practical Refresher			
Mattson,William	Colton,Floyd Lee	EHS0369 - LOTO Practical Refresher			
Ngim,Robert D	Carreon,Michael R	EHS0369 - LOTO Practical Refresher	6/17/2011		
Ngim,Robert D	Fellows,Bryan E	EHS0369 - LOTO Practical Refresher	6/17/2011		
Trigales,Kevin P	Silva,Ronald L	EHS0369 - LOTO Practical Refresher			
Trigales,Kevin P	Soriano,Jose M	EHS0369 - LOTO Practical Refresher			
Vail,Mathew Edward	Beaton,Donald W	EHS0369 - LOTO Practical Refresher			
Mattson,William	Detzner,Anne	EHS0380 - Electrical Gloves & Tools	7/14/2011	5/25/2010	5/25/2011
Flannery,Walt	Trigales,Kevin P	EHS0470 - GERT-General Empl Rad Trng		5/26/2009	5/26/2011
Fletcher,Kenneth A	Mattimore,Bernard	EHS0470 - GERT-General Empl Rad Trng		5/20/2009	5/20/2011
Lunsford,Dan S	Chandler,Edmonds H	EHS0470 - GERT-General Empl Rad Trng		5/5/2009	5/5/2011
Lunsford,Dan S	McKeever,Dan	EHS0470 - GERT-General Empl Rad Trng		5/1/2009	5/1/2011
Patterson,John	Clauss,Joseph	EHS0470 - GERT-General Empl Rad Trng		3/9/2009	3/9/2011
Patterson,John	Rosenman,Andrew J	EHS0470 - GERT-General Empl Rad Trng		5/12/2009	5/12/2011
Philliber,Jeffrey G	McMorris,Christopher D	EHS0470 - GERT-General Empl Rad Trng		11/14/2008	11/14/2010
White,Ian	Besa,Matthew A	EHS0470 - GERT-General Empl Rad Trng			
White,Ian	Carillo,Alexander M	EHS0470 - GERT-General Empl Rad Trng			
White,Ian	Course,Brendan J	EHS0470 - GERT-General Empl Rad Trng			
White,Ian	Riker,Ronald A	EHS0470 - GERT-General Empl Rad Trng			
Crofoot,Michael T	Campos,Steven Z	EHS0471 - Radiation Protection-RW I/ Pt1		5/19/2009	5/19/2011
Hudson,Michael B	Doty,Richard L	EHS0471 - Radiation Protection-RW I/ Pt1		5/19/2009	5/19/2011
Crofoot,Michael T	Campos,Steven Z	EHS0472 - Radiation Protection-RW I /Pt2	7/21/2011	5/26/2006	5/26/2011
Hudson,Michael B	Doty,Richard L	EHS0472 - Radiation Protection-RW I /Pt2	7/21/2011	4/28/2006	4/28/2011
Trigales,Kevin P	Dupont,Patrick	EHS0530 - Fire Extinguisher Safety			
Crofoot,Michael T	Aivazian,Joseph	EHS0531 - Fire Extinguisher Safety Ref		4/26/2010	4/26/2011
Flannery,Walt	Begley,Larry E	EHS0531 - Fire Extinguisher Safety Ref		5/17/2010	5/17/2011

Haugh, Kevin T	Kelley, Robert T	EHS0531 - Fire Extinguisher Safety Ref	6/1/2010	6/1/2011
Mattson, William	Aki, Julian	EHS0531 - Fire Extinguisher Safety Ref		
Begley, Larry E	Hawkins, Gabriel Michael	EHS0604 - Hazardous Waste Generator		
Mattson, William	Cariveau, Curtis	EHS0604 - Hazardous Waste Generator		
Porter, Kory James	Haugh, Kevin T	EHS0604 - Hazardous Waste Generator		
Mattson, William	Haskett, Victor H	EHS0610 - Waste Accumulation Areas	3/18/2009	3/18/2010
Hudson, Michael B	Kirk, Duston Michael	EHS0654 - Haz Waste OPS&ER Training/8hr		
Jang, Michael	Curtis, Richard A	EHS0654 - Haz Waste OPS&ER Training/8hr	5/20/2010	5/20/2011
Mattson, William	Abenojar, Jaime B	EHS0654 - Haz Waste OPS&ER Training/8hr	5/20/2010	5/20/2011
Jang, Michael	Romero, Robert L	EHS0680 - Spcc/hmbs training	10/7/2009	10/7/2010
Porter, Kory James	Brown, Tamara A	EHS0680 - Spcc/hmbs training	3/1/2010	3/1/2011
Griffin Jr, Joseph E	Wilson, Edward E	EHS0745 - HepB Medical Surv Training		
Hudson, Michael B	Avalos, Raymond A	EHS0745 - HepB Medical Surv Training		
Dong, Michael C	Laforga, Keith	EHS0860 - OSHA High Voltage Elec Safety		
Murphy, James W	Lee, Michael Gene	EHS0860 - OSHA High Voltage Elec Safety		
Murphy, James W	Tam, Ali	FAC0070 - Penetration Permit Proc Trng		
Swanson, Sheree	Feher, Jules	FAC0070 - Penetration Permit Proc Trng		
Haugh, Kevin T	Horeftis, Brad S	MAT0003 - Haz Mat Retraining	5/29/2008	5/29/2011
Haugh, Kevin T	Howard, Luster D	MAT0003 - Haz Mat Retraining	6/5/2008	6/5/2011