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# ENVIRONMENTAL Fact Sheet

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HW-26

2020

## Hazardous Waste Coordinator Training and Certification

This fact sheet describes the purpose and implementation of the hazardous waste coordinator certification program. This program requires every business making more than 220 pounds of hazardous waste in a calendar month to have on staff at the generating facility an employee who is certified as a New Hampshire Hazardous Waste Coordinator. The role of the hazardous waste coordinator is to ensure that the generating facility is aware of the relevant hazardous waste rules, providing the knowledge to ensure that the facility is in compliance. The individual acquires certification through attending training provided by the New Hampshire Department of Environmental Services (NHDES), and proving their capability with the material by passing a comprehensive exam.

### **Purpose of the Program**

Wastes are generated by virtually every business. Some of these wastes possess characteristics that can cause them to threaten human health or the environment. The ability to properly identify those wastes which pose a danger and safely manage them is a critical component in protecting our health and quality of life.

Decades of environmental inspections of hazardous waste-generating facilities reveals that generators often lack the knowledge necessary to make these important decisions. In some cases, facilities were never exposed to information regarding environmental compliance; in others, knowledgeable environmental staff left facilities and as a result, compliance at the site diminished. The hazardous waste coordinator certification program is designed to ensure that businesses have adequate knowledge to properly identify and manage hazardous waste, and that this knowledge is not lost over time.

### **How it Works**

RSA 147-A:5,III requires all businesses generating more than 220 pounds of hazardous waste in a calendar month to have on staff a hazardous waste coordinator who has been certified annually through NHDES' training program. The certification process is described below:

#### **1. New applicants**

A first-time applicant will be required to attend a comprehensive "basic" class, consisting of an eight-hour broad review of the New Hampshire Hazardous Waste Rules. At the end of the class, the attendee will be required to pass a 50-question, multiple choice exam with a score of at least 70% correct.

## **2. Returning applicants with a current certification**

In addition to the basic class, current coordinators have the option of taking one of several other classes offered through the program. These advanced modules spend a morning session discussing a specific topic in more detail, while the afternoon is devoted to a review of the basic material. Regardless of which class a returning coordinator chooses to attend, they will not be required to take the exam.

## **3. Returning Applicants with an Expired Certification**

If a coordinator does not re-certify within the allowed time frame, their certification will expire. To renew their certification, they must again attend a basic class and pass the required exam.

The certification belongs to the individual and will move with them should they change employers. For this reason, some facilities maintain two or more certified coordinators on site. In that way personnel changes are less likely to result in compliance deficiencies.

## **Registration Process**

Class offerings and an application form to register may be found on [NHDES' website](#).

Payment for the classes may be made by check, payable to "Treasurer, State of NH," or with VISA or MasterCard, by calling (603) 271-2990. Registration fees include a \$125 program fee, plus an additional course fee. Program staff should be contacted directly to determine the actual cost of the class for which you are registering.

## **For more information**

Questions regarding this fact sheet should be directed to the NHDES Hazardous Waste Management Bureau at (603) 271-2942 or toll-free within New Hampshire at 866-HAZWAST (M-F 8 a.m.-4 p.m.) or email [hwcomp@des.nh.gov](mailto:hwcomp@des.nh.gov). For a complete description of the requirements, refer to the New Hampshire Hazardous Waste Rules, Env-Hw 100-1200, available from [NHDES' website](#).