

WAC 173-180-510 Class 1 facility—Training requirements. (1)

Each Class 1 facility must develop, implement, and maintain oil transfer training and written materials, such as training manuals or checklists, for supervisory, operations, maintenance, management, and indirect operations personnel identified in subsection (4) of this section.

If the facility has an approved equivalent compliance plan, all personnel must be trained on this plan.

(2) The facility must design a training program, which will to the maximum extent practicable, promote job competency for oil transfer operations and environmental awareness for the purpose of preventing oil spills.

(3) Non-English speaking personnel subject to the facility's training requirements must be trained in a manner that allows comprehension by such personnel.

(4) The facility must identify, in writing, the specific position titles which the facility has identified to be subject to its oil transfer training requirements. In making this determination, the facility must evaluate the functions of facility personnel positions using the following definitions:

(a) "Operations" means direct involvement in the transfer, storage, handling, or monitoring of oil at a facility in a capacity that involves the risk of an oil spill to waters of the state. This functional group includes, but is not limited to, the person in charge (PIC), storage tank operators, pipeline operators, and oil transfer monitors.

(b) "Supervisory" means direct involvement in supervising personnel engaged in the transfer, storage, handling, or monitoring of oil at a facility by implementing operations policies and procedures that involve the risk of an oil spill to waters of the state.

(c) "Maintenance" means direct involvement in maintaining and repairing the equipment used for the transfer, storage, handling, or monitoring of oil at a facility in a capacity that involves the risk of an oil spill to waters of the state.

(d) "Management" means a general manager or other individual who exercises operational or managerial control over day-to-day operations of a facility's oil handling, transfer, storage, and monitoring/leak detection operations and oil spill prevention.

(e) "Indirect operations" means involvement in on-site activities, such as new construction, in a capacity that indirectly involves the risk of an oil spill to waters of the state due to potential impacts to nearby oil handling operations (e.g., operating digging equipment next to an active transfer pipeline). For cases where certain job titles associated with indirect operations cannot be identified in advance, the facility must identify the types of job orders or work sites which may involve the need for indirect operations oil transfer training.

(5) The facility must identify, in writing, the specific initial classroom and/or on-the-job oil transfer training requirements for each position, including minimum hours that are appropriate for each position given the facility's training needs and human factor risks.

For the purposes of this section, "human factors" means human conditions, such as inadequate knowledge or fatigue, which can lead to incompetency or poor judgment, and "human factor risks" means risks of causing an oil spill due to the effects of human factors on competency and judgment.

(6) Operations and supervisory personnel training: Requirements for training of operations and supervisory personnel must focus on building personnel competency in operating procedures and spill prevention systems specific to the facility. Oil transfer training requirements must incorporate the following training topics at a minimum:

(a) Overview of all oil handling, transfer, storage, and monitoring/leak detection operations at the facility;

(b) Operating procedures and checklists specific to the trainee's job function;

(c) Problem assessment, including recognition of human factor risks and how they can be minimized;

(d) Awareness of preventative maintenance procedures;

(e) Awareness of local environmental sensitivity and oil spill impacts;

(f) Major components of the facility's oil spill prevention plan;

(g) Major components of the facility's operations manual;

(h) Major components of the facility's oil spill contingency plan;

(i) Safe use and handling of response equipment including, but not limited to, containment, personal protection, and recovery equipment;

(j) Decision making for abnormal operating events and emergencies, including emergency spill prevention and safe shutdown conditions, responsibilities, and procedures;

(k) Routine and emergency communication procedures;

(l) Overview of applicable oil spill prevention and response laws and regulations; and

(m) Drug and alcohol use awareness, pursuant to WAC 173-180-630.

(7) Management personnel training: Requirements for initial oil transfer training of management personnel must incorporate the following training topics at a minimum:

(a) Overview of all oil handling, transfer, storage, and monitoring/leak detection operations at the facility;

(b) Management role in operations and oil spill prevention;

(c) Recognition of human factor risks and how they can be minimized;

(d) Awareness of local environmental sensitivity and oil spill impacts;

(e) Major components of the facility's oil spill prevention plan;

(f) Major components of the facility's operations manual;

(g) Major components of the facility's oil spill contingency plan;

(h) Decision making for abnormal operating events and emergencies, including emergency spill prevention and safe shutdown conditions, responsibilities, and procedures;

(i) Overview of applicable oil spill prevention and response laws and regulations; and

(j) Drug and alcohol use awareness, pursuant to WAC 173-180-630.

(8) Maintenance personnel training: Requirements for initial oil transfer training of maintenance personnel must incorporate the following training topics at a minimum:

(a) Overview of all oil handling, transfer, storage, and monitoring/leak detection operations at applicable maintenance work sites within the facility;

(b) Equipment problem assessment and preventative maintenance procedures;

- (c) Awareness of local environmental sensitivity and oil spill impacts;
 - (d) Major components of the facility's oil spill prevention plan;
 - (e) Major components of the facility's operations manual;
 - (f) Major components of the facility's oil spill contingency plan;
 - (g) Emergency spill prevention and safe shutdown conditions, responsibilities, and procedures;
 - (h) Overview of applicable oil spill prevention and response laws and regulations; and
 - (i) Drug and alcohol use awareness, pursuant to WAC 173-180-630.
- (9) Indirect operations personnel training: Requirements for initial oil transfer training of indirect operations personnel must incorporate the following training topics at a minimum:
- (a) Overview of oil handling, transfer, storage, and monitoring/leak detection operations at specific indirect operations work sites within the facility;
 - (b) Awareness of local environmental sensitivity and oil spill impacts;
 - (c) Notification procedures for emergency spill prevention actions; and
 - (d) For facility employees, drug and alcohol use awareness, pursuant to WAC 173-180-630.
- (10) Training topics identified in subsections (6) through (9) of this section, do not prescribe fixed subject titles for class outlines or training organization. Facilities may combine or integrate these topics as appropriate, but must ensure that information on each topic is presented in the applicable personnel training program.
- (11) The facility must identify, in writing, the specific oil spill prevention continuing education and hazardous material training requirements for each affected position, including minimum hours, which are appropriate given the facility's training needs and human factor risks. Ongoing training must occur at least annually, and at a minimum address:
- (a) Any changes in the core topics identified in subsections (6) through (9) of this section, unless affected personnel have already been informed about the change after its occurrence;
 - (b) Refresher awareness training on environmental sensitivity and oil spill impacts;
 - (c) Review and analysis of oil spills that occurred during the past year for causal factors and lessons learned;
 - (d) Refresher training on emergency spill prevention procedures; and
 - (e) For supervisory, operations, and management personnel, a practice exercise of the facility's procedures for preventing a spill during a particular abnormal operations event.
- (12) Facilities are encouraged to apply or modify existing training programs required under federal Process Safety Management requirements in 29 C.F.R. Part 1910, United States Coast Guard person in charge (PIC) requirements in 33 C.F.R. Part 154.710, and other federal/state training requirements in order to meet the above oil transfer training requirements.
- (13) Facilities must provide follow-up training for personnel responsible for causing an oil spill while functioning in their position, unless such personnel no longer occupy a position identified under subsection (4) of this section. The training must address the cau-

ses of the spill and measures to prevent a reoccurrence and must be incorporated into the continuing education training program.

(14) Contractors hired by the facility to perform supervisory, operations, maintenance, management, or indirect operations functions, as identified by the facility under subsection (4) of this section, are considered "personnel" for the purposes of this chapter, and must be subject to the same oil transfer training requirements as facility employees. The facility must confirm contractors have met the facility's oil transfer training requirements before they perform a supervisory, operations, maintenance, management, or indirect operations function.

(15) Facilities must develop minimum training and/or experience qualifications for trainers who will demonstrate facility-specific procedures, equipment use, supervise practice sessions, and provide other on-the-job training to new operations personnel.

[Statutory Authority: RCW 88.46.160, 88.46.165, 90.56.005, 90.56.050, 90.56.200, 90.56.220, 90.56.230, and chapter 90.56 RCW. WSR 23-12-077 (Order 21-03), § 173-180-510, filed 6/6/23, effective 7/7/23. Statutory Authority: RCW 88.46.160, 88.46.165, and chapter 90.56 RCW. WSR 06-20-034 (Order 06-02), § 173-180-510, filed 9/25/06, effective 10/26/06.]