

# TEMPORARY CHANGE REQUEST

TCR NO. **TCR-P-008,R2-001**

The Temporary Change Request (TCR) Form is to be used to process urgent or minor changes for PPPL Policies, Organization/Mission Statements and Procedures. The TCR should be used when changes are:  
1) urgent, and can not wait the 2-4 week period for Department Head review/comment, or  
2) minor, and do not warrant Department Head review.

**Person Requesting Change: Susan Murphy LaMarche**

**Department Name: Human Resources**

**Phone Ext: 2224**

**Document Number: P-008**

**Revision No.: 2**

**Document Title: Staff Training and Development**

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**Reason for change:**

**Minor changes as the result of 3-year review.**

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**Change description:** (Summarize and attach changed pages, with changes clearly indicated)

**TCR-P-008,R2-001 replaces revision 2 of P-008.**

**The change extends the requirement for retraining in GET to 36 months from 24 months.**

**Extend the effective date of the procedure for 3 more years.**

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1. Does this TCR significantly alter the intent or scope of the document? **YES:** \_\_\_ **NO:** \_\_\_ **X**

2. Does this TCR significantly impact **ES&H**? **YES:** \_\_\_ **NO:** \_\_\_ **X**

If 1 or 2 is **YES**, Explain why the changes should not be routed for Department Head review:

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**Susan Murphy LaMarche** \_\_\_\_\_  
**Department/Division Head Approval**

**2/10/04**  
**Date**

**J.W. Anderson** \_\_\_\_\_  
**Head, ES&H and Infrastructure Support/designee**

**2/17/04**  
**Date**

Release/Effective date of this TCR: 2/17/04

Incorporate this TCR into next revision of this document? **Yes X** **No** \_\_\_\_\_

<b>PPPL</b>	PRINCETON PLASMA PHYSICS LABORATORY	<b>POLICY</b>	No.P-008 Rev 2 page 1 of 3
<b>Subject:</b>  <b>STAFF TRAINING AND DEVELOPMENT</b>	<b>Effective Date:</b>  <b>May 12, 2000</b>	<b>Initiated by:</b>  Director Human Resources	
	<b>Supersedes:</b> Rev. 1, dated Dec. 11, 1998	<b>Approved:</b>  Director	

PPPL employees are required to have the knowledge, skills and abilities necessary to perform their jobs competently, efficiently, and safely with due regard for health concerns, the environment and quality.

The Laboratory training program has been instituted to provide the skills, knowledge and abilities in several areas:

1. Environment, safety and health (ES&H) and quality issues
2. Job specific tasks, including required certification of qualification
3. Executive leadership, including supervisory and management development
4. Employee development to meet the laboratory's future needs

Employees have the responsibility to participate in and to complete the training required for their assigned job, including qualification or certification where required. Members of the staff also have the responsibility for continuing their own education and professional development, and are encouraged to participate in the Educational Assistance Program (as outlined in the Personnel Practices Manual). Employees and their supervisors should discuss the educational and training needs of the employee. Assistance is also available for off-site training that is mutually beneficial to the employee and to the Laboratory.

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Line management has the overall responsibility to ensure that all their personnel are trained, ~~and (as outlined in the PPPL Training Implementation Matrix)~~ qualified or certified to perform their specific jobs. Line management is also responsible for ensuring that employees have completed required training in ES&H prior to performing affected work duties. Employees who refuse to complete necessary ES&H training are subject to disciplinary action in accordance with the Personnel Practices Manual that could ultimately result in termination of employment.

There are twelve ES&H related training topics (see attached table) that require periodic re-training. ~~as outlined by federal law.~~ Six of them pertain exclusively to members of the ES&H and Infrastructure Support Department staff, while the remainder affects other selected workers throughout the Lab.

In order to ensure that we meet these ~~federal~~ requirements, there is a "no exceptions" policy for these training courses. Failure to meet the re-training requirement will result in the actions shown in the table. One course, General Employee Training (GET), applies to everyone who is on-site for more than 40 hours per year. Individuals not satisfying this re-training requirement, through course attendance or test challenge, will have their photo ID badge re-programmed to preclude access to the site without an assigned escort.

The Office of Human Resources has established several methods of notifying employees of their training status. Monthly Staff Training Reports are sent to Department Heads. This document provides a listing of staff members whose training is scheduled to expire over the coming three-month period. Employees who need GET and/or Radiation Safety training also receive notification via e-mail or a memo. In addition, any individual whose training will expire within the forthcoming two-week period will receive a personal notice from Human Resources.

Responsibility for deployment of this policy rests with Human Resources. This organization is charged with all of the tasks associated with training and development. These tasks include administration of training programs, assessment of training needs, design and development of courses and supporting materials, coordination and scheduling of training programs, evaluation of programs, and maintenance of records and files associated with the training and development function. Questions regarding this policy or other training and development issues should be directed to Human Resources.

## “CORE” ES&amp;H RELATED RE-TRAINING REQUIREMENTS

Training Scope	Training frequency	Workers affected	Actions to be taken if training expires
Air Shipments Training	24 months	Selected workers in Materiel Control	Individual will not be permitted to perform activities requiring the training
DOE Basic and/or Advanced Rad/Haz Mat Transportation	36 months	Selected workers in Materiel Control & ER/WM	Individual will not be permitted to perform activities requiring the training
Hazardous Material Employee Training	24 months	Selected workers in Materiel Control & ER/WM	Individual will not be permitted to perform activities requiring the training
Hazardous Waste Operations worker and supervisor training	12 months	Selected workers in ER/WM	Individual will not be permitted to perform activities requiring the training
Asbestos abatement training for workers and supervisors	12 months	Selected workers in ER/WM	Individual will not be permitted to perform activities requiring the training
Permit Required Confined Space Rescue	12 months	All ESU staff	Individual will not be permitted to perform activities requiring the training
Permit Required Confined Space Entry	24 months	Selected workers needing confined space entry	Individual will not be permitted to perform activities requiring the training
Radiation Safety Training	24 months	Selected workers needing access to PPPL radiological controlled areas	Individual will not be permitted to perform activities requiring the training. Health Physics to obtain dosimetry from the individual.
Respiratory Protection	12 months	Selected workers determined by Industrial Hygiene to require respiratory protection	Individual will not be permitted to perform activities requiring the training
Lead Training	12 months	Selected workers working with lead as determined by Industrial Hygiene	Individual will not be permitted to perform activities requiring the training
Hearing Conservation	12 months	Selected workers as determined by Industrial Hygiene	Individual will not be permitted to perform activities requiring the training
General Employee Training <b>TCR-P-008,R2-001</b>	<b>36 24</b> months	All workers on-site* over 40 hours per year	ID Card reprogrammed to preclude access to C/D sites w/o an assigned escort

\* Measures will be established to address the needs of PPPL personnel on long-term assignment to other facilities.