



# DISASTER SITE WORKER



# OUTREACH TRAINING PROGRAM

# GUIDELINES

U.S. Department of Labor  
Occupational Safety and Health Administration (OSHA)  
Office of Training and Education  
2020 S. Arlington Heights Road  
Arlington Heights, Illinois 60005

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# **DISASTER SITE WORKER OUTREACH TRAINING PROGRAM**

## **BACKGROUND**

The construction trades played a critical role in the response to the World Trade Center (WTC) disaster. For months, ironworkers, operating engineers, laborers, truckers, and other skilled support personnel took part in response efforts. Based on lessons learned at the WTC disaster, it became clear that it was necessary to develop a training program for Disaster Site Workers who provide skilled support services, (e.g. utility, demolition, debris removal, or heavy equipment operation) or site clean-up services in response to natural and man-made disasters. Specifically, it was recognized that all workers at disaster sites need to be aware of the differences between disaster sites and regular construction or demolition worksites and be able to inspect, don, and doff air-purifying respirators.

The Disaster Site Worker Outreach Training Program meets a recognized training need:

- ▶ For workers who will provide skilled support or clean-up services at disaster sites.
- ▶ To raise awareness of management and labor that pre-incident training is essential for ensuring disaster site worker safety and health.

This program is intended to assist employers, workers, and others as they strive to improve workplace health and safety. It is not possible to include discussion of everything necessary to ensure a healthy and safe working environment in a course of this nature. Thus, this information must be understood as a tool for addressing disaster site workplace hazards, rather than an exhaustive statement of an employer's legal obligations, which are defined by statute, regulations, and standards.

## **THE DISASTER SITE WORKER OUTREACH TRAINING PROGRAM**

Disaster Site Trainers are authorized to conduct the 16-hour, *Disaster Site Worker Course* (#7600), and receive "Course Cards" for their students. To become an authorized trainer, you must complete the *Disaster Site Worker Train-the-Trainer Course* (#5600). Trainers will be able to apply elements of successful adult training programs; acquire new knowledge, skills, and attitudes with regard to disaster site work; and demonstrate the ability to properly don, doff and inspect air-purifying respirators in order to accomplish successful delivery of the Disaster Site Worker Course.

### **Disaster Site Trainers**

To become an authorized trainer, you must complete Course #5600, Disaster Site Worker Train-the-Trainer Course. This course will ensure that persons conducting the Disaster Site Worker Course #7600 are qualified to present the material. Persons successfully completing this course will receive an "Authorized Disaster Site Trainer Card" (the "Trainer Card"). The intended audience for this course is authorized OSHA Construction Outreach trainers who have also completed 40-hour HAZWOPER training. Trainers are given the opportunity to practice knowledge, skills, and attitudes

through discussion, planned exercises, demonstrations and presentations. Participants receive lesson plans and training materials for the Disaster Site Worker Course as well as information on training techniques and resources.

Trainers will be expected to present a selected portion of the Disaster Site Worker Course and to use a “presentation evaluation” sheet to evaluate other presenters. They will also demonstrate the ability to don, doff and inspect air-purifying respirators.

### **Disaster Site Worker Train-the-Trainer Course #5600 (4-day course)**

- Select OSHA Training Institute Education Centers (OTIECs) will be authorized to offer this course, based upon facilities and instructor(s) experience.
- Successful graduates of the trainer course will receive an “Authorized Disaster Site Trainer Card” and are authorized to teach the Disaster Site Worker Course #7600 (16-hour). They may also apply for “Course Cards” for their students. This is detailed in a later section.
- Attendees must meet the following three prerequisites to attend the course:
  - ▶ Be a current authorized OSHA Construction Outreach Trainer.
  - ▶ Have a minimum of three years experience as an occupational safety and health trainer.
  - ▶ Have completed a 40-hour (minimum) HAZWOPER training course,
    - or,
    - Possess journey level credentials in the construction trades,
    - or,
    - Possess the technical skills or credentials in construction work equivalent to the journey level.
- Trainer cards expire after four years. To renew the card, trainers have to complete refresher training or retake course #5600. If the card expires, the trainer will have to retake the Disaster Site Worker Train-the-Trainer Course #5600 to become reauthorized as a trainer. Check the OSHA website at [www.osha.gov](http://www.osha.gov) or contact the OSHA Training Institute or an applicable OSHA Education Center (OTIEC), Attachment A, for course schedules.

## **DISASTER SITE WORKER CARDS AND COURSE DETAIL**

### **Cards for Workers**

#### **Overview – “Program Card” for Workers**

OSHA’s goal for the Disaster Site Worker Training Program is to encourage the development of a cadre of workers who are highly trained to respond safely to natural and man-made disasters. OSHA has identified three courses that workers need to take to accomplish this goal. These courses are intended to be taken pre-incident: before work at any disaster. OSHA will issue a Disaster Site Worker Training Program card (the “Program Card”) for workers who complete all three courses. The three courses are described below and include:

- the OSHA Construction Outreach Training Course (10-hour). Training considered to be acceptable as an equivalent to this course is the OSHA 30-hour Construction Outreach Training Course;

- the new Disaster Site Worker Course #7600 (16 hour); and
- HAZWOPER (40-hour minimum) training.

These courses progress from general awareness training to response-specific training.

The 10-hour Construction outreach course provides information and awareness of safety and health hazards that occur on a daily basis on a normal construction site. The 40-hour HAZWOPER training is the minimum level of training for workers engaged in hazardous substance removal or other activities which expose or potentially expose workers to hazardous substances, including chemicals, biological agents, radioactive materials, and explosives. Both of these courses are typically used to teach workers on day-to-day hazards associated with normal working conditions. OSHA has developed the Disaster Site Worker Course #7600 to provide instruction relevant to emergency situations, where working conditions may be drastically different (thus the hazards as well) from day-to-day operations.

Site-specific information and training will continue to be needed at every disaster but cannot be addressed in pre-incident training. It is also expected that participants under this program will continue to obtain HAZWOPER refresher training.

#### Overview – “Course Card” for Workers

OSHA recognizes that not all workers will be able to or have the need to take HAZWOPER training. It is essential, however, that all workers who may be involved at a disaster site have a basic understanding of:

- the safety and health hazards that may occur at any construction site,
- the differences in hazards between a disaster site and a regular construction site, and
- be able to inspect, don, and doff an air-purifying respirator for their own protection.

Workers who complete the OSHA Construction Outreach Training Course (10-hours) and the Disaster Site Worker Course #7600 will receive a “Disaster Site Worker Course Card” (the “Course Card”).

Training considered to be acceptable as an equivalent to the Outreach 10-hour course is the OSHA 30-hour Construction Outreach Training Course.

#### **Courses for Workers**

##### OSHA Construction Outreach Training Course (10-hours)

- ▶ Needed as a prerequisite for the “Course Card”. Training considered to be acceptable as an equivalent to the Outreach 10-hour course is the OSHA 30-hour Construction Outreach Training Course.
- ▶ Offered by many sources.
- ▶ Provides information and awareness of safety and health hazards that occur on a daily basis on a normal construction site.
- ▶ Graduates receive a 10-hour card which documents their successful completion of the training.

### Disaster Site Worker Course #7600 (16-hours)

Emphasizes knowledge, precautions and personal protection essential to maintaining a worker's personal safety and health at a disaster site. Includes modules on incident command, hazard recognition, traumatic incident stress, personal protective equipment and decontamination. Workers will perform an inspection of an appropriate air-purifying respirator, don the respirator and perform a user seal check, and doff the respirator.

- ▶ Trainers are authorized to conduct this course by completing the Disaster Site Worker Train-the-Trainer Course #5600.
- ▶ Workers must complete the OSHA 10-hour Construction Outreach Training Course or equivalent prior to attending this course. Training considered to be equivalent to this course is the OSHA 30-hour Construction Outreach Training Course.
- ▶ “Course Card” issued to workers completing the course.

### HAZWOPER Training Course (40-hour minimum)

Existing course offered by various sources. Emphasizes specific knowledge and skills to safely remediate hazardous waste sites. Includes regulatory and technical knowledge as well as technical skill practice, including work practices to minimize risks and using engineering controls and protective equipment. This course must meet the training requirements of 29 CFR 1910.120/29 CFR 1926.65.

## **OBTAINING CARDS - OVERVIEW**

### **Trainer Card**

The Disaster Site Worker Course #5600 is taught by select OSHA Training Institute Education Centers. Persons who successfully complete the trainer course will receive a trainer card, and will become an “Authorized Disaster Site Trainer”. Trainer cards are issued by the authorized OSHA Training Institute Education Centers.

### **16-hour “Course Card”**

The Disaster Site Worker Course #7600 (16-hour course) is taught by selected OSHA Training Institute Education Centers (OTIECs) and by Authorized Disaster Site Trainers. If a student takes the course through an OTIEC, the student will obtain the card from the OTIEC after successful course completion. If the student takes the course through an Authorized Disaster Site Trainer, he will obtain the card through the trainer. Trainers will receive these cards from the OTIEC where they received their trainer authorization. Information on how trainers obtain these cards begins on page 12 in the “How to Obtain Disaster Site Worker 16-Hour Cards” section.

### **Program Card for Workers**

\* NOTE – Please provide a copy of this page to all students attending your Course #7600.

This “Disaster Site Worker Training Program” card is issued by the OSHA after the completion of a series of courses. To receive the card, an eligible person must provide OSHA:

- ▶ A copy of their OSHA Construction Outreach Training Course (10-hour) card, or equivalent (the OSHA 30-hour Construction Outreach Training Course card).
- ▶ A copy of their Disaster Site Worker Course #7600 (16-hour) card.
- ▶ A copy of their HAZWOPER Training Course certification (40-hour minimum)

To receive a “Program Card”, an eligible individual, their employer, or the employee’s authorized representative must send or fax copies of the above documentation, along with the name and address information as shown below to:

OSHA Disaster Site Worker Outreach Program  
2020 S. Arlington Heights Road  
Arlington Heights, IL 60005

Fax (847) 297-6636

**Application for Program Card - Disaster Site Worker Outreach Program**

**Name** \_\_\_\_\_

**Address**

Company / Dept. \_\_\_\_\_

Street \_\_\_\_\_

\_\_\_\_\_

City /State /Zip \_\_\_\_\_

**Phone No:** (\_\_\_\_) - \_\_\_\_ - \_\_\_\_\_ ext. \_\_\_\_\_

I have attached a copy of my

- (1) OSHA Construction Outreach Training Course (10- or 30- hour) card,
- (2) Disaster Site Worker Course #7600 (16-hours) card, and
- (3) HAZWOPER Training Course certification (40-hour minimum).

\_\_\_\_\_ (Signature)

## TRAINING PROGRAM GUIDELINES FOR COURSE #7600

**Note:** Guidelines for the OSHA Construction Outreach Training courses are available at [www.osha.gov/fso/ote/training/outreach/training\\_program.html](http://www.osha.gov/fso/ote/training/outreach/training_program.html)

Guidelines for HAZWOPER training courses are available at [www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=9770](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9770)

**Training Topics.** You must cover the 16-hour Disaster Site Worker topics listed on page 10.

**Topic Length.** We have provided the typical length of each topic necessary to fulfill the objectives of the Disaster Site Worker Course. Although your time spent in each topic may vary from our recommended length, your total course time must be at least 16 hours.

**Class Time.** Lunch will not be included in computing course time, but moderate breaks are acceptable.

**Training Materials.** To teach the Disaster Site Worker Course, OSHA recommends that you use the lesson plans with reference materials and student handouts for teaching the Disaster Site Worker Course that you received in the Trainer Course #5600. The course materials provided to you in the trainer class are designed for workers taking the 16-hour training classes. Provide your students with the student materials that were provided to you in the trainer class. For the Respirator segment of the training you'll need the following:

- ½ face and full face piece negative pressure respirators and a Powered Air Purifying Respirator (PAPR)
- 5-6 respirators with defective elements
- Complete selection of respirator filters and cartridges for demonstration
- One ½ face piece negative pressure respirator, equipped with triple cartridges, for every 2 participants

**Classes Over a Period of Time.** You may break classes into segments. Each segment must cover at least one entire topic of the ten course topics and the course must be completed within six months.

**Guest Trainers.** You may use trainers who have topic expertise to help you conduct classes. The Authorized Disaster Site Trainer must design and coordinate the course, teach more of the class than anyone else, and attend all sessions to answer questions and ensure topics are adequately covered and that all students are in attendance.

**In-Person Training.** The Disaster Site Worker Course must be delivered in-person.

**Testing.** Conduct the respirator exercise and complete the individual performance checklists and scores. Discuss the students' notes made to complete their "Theme Worksheet" at the end of the course as a summary exercise and to relate the new information to their job. Students will participate in a final exercise that will evaluate their ability to identify potential safety and health hazards at disaster sites, to

state types of PPE that might be needed, to consider personal hygiene and decontamination issues that would need to be addressed, and to list their personal responsibilities for their own safety and health.

**Class Size.** Your class size is limited - primarily because of your responsibilities in the Respiratory Protection segment of the course, where you cannot have more than two students for each respirator, and the trainer has to score each trainee on inspecting, donning, and doffing half-face air-purifying respirators. For the respirator performance test, we recommend that your student to trainer ratio not exceed 10-1. If it does, you'll need assistance for this portion of the course. Small classes encourage trainee involvement through discussion and participation and through sharing of knowledge and experiences.

**Advertising.** When advertising the Disaster Site Worker Course #7600 (16-hour), take the proper care to correctly describe your outreach trainer designation and outreach courses. Trainer authorization is limited to conducting the 16-hour Disaster Site Worker course.

Follow these advertising rules.

<b>Outreach Advertising Restrictions</b>	
▶ <b>Certified</b>	Neither the trainer nor the student is certified or approved. The trainer is authorized and the students receive course completion cards.
▶ <b>OSHA</b>	Don't make it appear that you're an OSHA employee or that the course is an OSHA course.
▶ <b>Course #5600</b>	Don't refer to your Disaster Site Worker course as a #5600 course. The #5600 course is the train-the-trainer course that is conducted by select OSHA Education Centers.
▶ <b>Department of Labor Logo</b>	Don't use the logo that you see on outreach cards or the front cover of this guide in your advertising.
▶ <b>Train-the-Trainer Course</b>	Students who complete the 16-hour training aren't entitled to receive cards for students they may train.

If we notify you that your advertising appears false or misleading and you do not correct it, we will not allow you to participate in the Disaster Site Worker Outreach Training Program.

**Monitoring.** Staff from the OSHA Office of Training and Education periodically attend outreach training classes to observe training, obtain feedback from the trainer and the students, and ensure that trainers properly implement the training curriculum and the outreach guidelines. Through these visits we aim to help trainers, improve the outreach training program, ensure consistent program implementation, and assist the trainer in designing the class to meet the needs of the audience. When we conduct monitoring visits we may ask to see course documentation for courses conducted.

## OUTREACH TRAINING TIPS

- ▶ **Tailored Training.** Trainers for the Disaster Site Worker Course will need to assess their audience and modify the course materials as appropriate to provide visual materials, examples, scenarios, case studies and lessons learned from actual events that will engage these workers and facilitate accomplishing the overall course goal. The most rewarding classes for students are the ones where the trainer uses examples, pictures, and scenarios relevant to disasters for which they are being trained.
- ▶ **Homogenous Class.** The ideal class to teach is one where students have similar positions and needs -- to conduct separate training for skilled support services (e.g., utility, demolition, debris removal, or heavy equipment operation), site clean-up services, and other skilled support personnel, such as utility workers and public works employees.
- ▶ **Training Purpose.** Explain up front, the value of safety and health training -- that it may save their life and help them continue to provide for their family. Explain that safety and health add value to the company, the workplace and their life. See [www.osha.gov/dcsp/smallbusiness/safetypays.html](http://www.osha.gov/dcsp/smallbusiness/safetypays.html)
- ▶ **Use Objectives.** The objectives listed in the manual for each lesson must be met. Relate the objectives to the students' work.
- ▶ **Presentation Assortment.** Students learn in different manners, and get tired of one training style. Use different trainers, presentations, videos, case studies, exercises and graphics to make the course interesting and enjoyable. By doing this you'll be employing the three levels of training techniques - presentation (presenting the material in a variety of ways), discussion (getting the students involved in the learning), and performance (students practice the material they learned).
- ▶ **Evaluations.** Have students evaluate your class. This feedback will help you determine whether the course is accomplishing its goals and provide input you can use to improve the training.

## **OVERVIEW and DESIGNATED TRAINING TOPICS**

### **Disaster Site Worker Course #7600**

Disaster job sites differ from normal construction or demolition sites. Therefore, Disaster Site Workers' roles and responsibilities on the job site are not the same either. Whether the disaster is natural or man-made, the on-site worker needs to develop an awareness of safety and health hazards that may be encountered. Enabling Disaster Site Workers to recognize that they have a responsibility to make decisions and choices that will positively affect their personal health/safety and that of others at the site is a primary theme of this 16-hour awareness course. Learners are given the opportunity to practice their new knowledge, skills and attitudes through discussion, planned exercises, demonstrations and presentations. The ability to immediately apply this new learning to their role as a disaster site worker is enhanced by participating in this interactive, instructor-led course.

#### **Course Goal**

To provide Disaster Site Workers an awareness of the safety and health hazards they may encounter as well as of the importance of respiratory and other personal protective equipment and proper decontamination procedures that may be used to mitigate the hazards. Participants will support the use of an Incident Command System through the safe performance of their job responsibilities. They'll be able to show awareness of effects of traumatic incident stress that can result from working conditions and measures to reduce this stress. Of primary importance is the participant's ability to perform the following specific tasks correctly:

- 1) inspection of an air-purifying respirator,
- 2) donning and doffing an air-purifying respirator, and
- 3) respirator user seal check.

#### **Course Enabling Objectives**

The "Disaster Site Worker Course" will enable the participant to:

- Recognize characteristics of a disaster site and their responsibility as a disaster site worker.
- Support the purpose and use of an Incident Command System
- Recognize disaster site health hazards
- Recognize disaster site safety hazards
- Recognize CBRNE agents and symptoms
- Show awareness of effects of and techniques for managing traumatic incident stress
- Recognize and demonstrate proper use of respiratory protection equipment
- Recognize proper use of other personal protective equipment
- Cite reasons for and simple methods of decontamination

Lesson objectives are included in the Course #7600 manual.

#### **Audience and Prerequisites**

The intended audience for this course is Disaster Site Workers who provide skilled support services (e.g., utility, demolition, debris removal, or heavy equipment operation) or site clean-up services in response to a disaster. The majority of this audience are members of the construction trades, therefore this is the focus of the curriculum. Because this course does not cover in detail the safety and health hazards that occur on a daily basis on a normal construction site, completion of the OSHA Construction Outreach Training Course (10-hour) is a prerequisite.

OSHA recognizes that other skilled support personnel, such as utility workers and public works employees, may not have a construction background. Trainers for the Disaster Site Worker Course will need to assess their audience and modify the course materials as appropriate to provide visual materials, examples, scenarios, case studies and lessons learned from actual events that will engage these workers and facilitate accomplishing the overall course goal.

With the exception of the lesson on CBRNE (chemical, biological, radiological, nuclear, and explosives) agents, the curriculum for this course applies equally to natural and man-made disasters. If this course is given to workers who are expected to respond primarily to natural disasters, trainers should supply additional material relevant to the specific type of disaster that is anticipated. In all cases, the objectives listed in the manual for each lesson must be met.

## **REQUIRED COURSE TOPICS**

You must cover all of these 16-hour Disaster Site Worker topics. We have provided the typical length of each topic necessary to fulfill the objectives of the Disaster Site Worker Course. Although your time spent in each topic may vary from our recommended length, your total course time must be at least 16 hours.

1. Introduction/Overview (1.5 hours)
2. Incident Command System/Unified Command Systems (1.0 hour)
3. Safety Hazards (2.5 hours)
4. Health Hazards (2.0 hours)
5. CBRNE Agents (1.0 hour)
6. Traumatic Incident Stress Awareness (1.0 hour)
7. Respiratory Protection (3.5 hours)
8. Other Personal Protective Equipment (1.25 hours)
9. Decontamination (1.5 hours)
10. Final Exercise (0.75 hour)

Participants will complete a “Theme Worksheet” throughout the course as reinforcement of the learning. A discussion of their notes made to complete the “Theme Worksheet” will be facilitated at the end of the course to enhance the retention and transfer of their new knowledge back on the job.

The course will conclude with a final assessment in the form of an exercise that will measure the participants’ mastery of all of the course objectives.

## FURTHER ASSISTANCE

See the lesson plans in the CD curriculum for most of the assistance you need to run this course. These web sites may help your individual development or may benefit a particular training audience.

### ► **Main OSHA Web Sites**

- ◆ OSHA Home Page
  - \* [www.osha.gov](http://www.osha.gov)
- ◆ OSHA Disaster Site Worker Outreach Training Program Page
  - \* [www.osha.gov/outreach.html](http://www.osha.gov/outreach.html)

Here you'll find information relating to the OSHA Disaster Site Worker Outreach Training Program. The site includes the outreach program guidelines, links to teaching aids, and frequently asked questions. All pertinent program changes will be communicated here.

### ► **General OSHA Training / Materials Assistance Web Sites**

- ◆ General Teaching Aids -- including 10-hour Construction presentation
  - \* [www.osha.gov/fso/ote/training/outreach/materials.html](http://www.osha.gov/fso/ote/training/outreach/materials.html)
- ◆ Resource Center Loan Service.

Outreach trainers may borrow videos from OSHA's Resource Center, a collection of over 600 video titles which cover about 100 occupational safety and health subjects. The catalog contains borrowing information and a list of videos, including ones in Spanish.

  - \* [www.osha.gov/fso/ote/training/resource-center/loan.html](http://www.osha.gov/fso/ote/training/resource-center/loan.html)
- ◆ OSHA Technical Links
  - \* [www.osha.gov/SLTC/index.html](http://www.osha.gov/SLTC/index.html)
- ◆ NIOSH Safety and Health Topics
  - \* [www.cdc.gov/niosh/topics/](http://www.cdc.gov/niosh/topics/)

### ► **Hazardous Waste, Emergency and Disaster Web Sites**

- ◆ OSHA's Hazardous Waste Page
  - \* [www.osha.gov/SLTC/hazardouswaste/index.html](http://www.osha.gov/SLTC/hazardouswaste/index.html)
- ◆ OSHA's Emergency Preparedness and Response Page
  - \* [www.osha.gov/SLTC/emergencypreparedness/index.html](http://www.osha.gov/SLTC/emergencypreparedness/index.html)
- ◆ OSHA's Responder Page
  - \* [www.osha.gov/SLTC/emergencypreparedness/responder.html#Training](http://www.osha.gov/SLTC/emergencypreparedness/responder.html#Training)
- ◆ Respiratory Protection – Training and Reference Materials
  - \* [www.osha-slc.gov/dcsp/ote/trng-materials/respirators/respirators.html](http://www.osha-slc.gov/dcsp/ote/trng-materials/respirators/respirators.html)
- ◆ OSHA's Incident Command System e-tool
  - \* [www.osha.gov/SLTC/etools/ics/index.html](http://www.osha.gov/SLTC/etools/ics/index.html)
- ◆ DisasterHelp.gov.

E-Government Initiative focuses on providing information and services relating to four pillars of disaster management: preparedness, response, recovery, and mitigation.

  - \* <https://disasterhelp.gov/portal/jhtml/index.jhtml>
- ◆ Department of Homeland Security
  - \* [www.dhs.gov/dhspublic/](http://www.dhs.gov/dhspublic/)

◆ NIEHS WETP National Clearinghouse for Worker Safety and Health Training Weekly e-Newsbrief

\* [www.wetp.org/wetp/index.cfm?fuseaction=currentissue](http://www.wetp.org/wetp/index.cfm?fuseaction=currentissue)

- ▶ **OSHA Support.** For answers to your technical questions, contact the Regional Office, or the Area Office near you. See [www.osha.gov/html/RAmap.html](http://www.osha.gov/html/RAmap.html) for contact information. At the Regional Office ask for technical support. OSHA also has Compliance Assistance Specialists in each Area Office in states under federal jurisdiction. They're available for seminars, workshops, and speaking events, see [www.osha.gov/dcsp/compliance\\_assistance/index.html](http://www.osha.gov/dcsp/compliance_assistance/index.html).
- ▶ **OSHA Publications.** OSHA has many helpful publications, forms, and fact sheets. Those pertaining to Emergency Response are at [www.osha.gov/SLTC/emergencypreparedness/general.html#pubs](http://www.osha.gov/SLTC/emergencypreparedness/general.html#pubs). Obtain copies via an on-line order form or by phone (202) 693-1888, or fax (202) 693-2498.
- ▶ **National Technical Information Service (NTIS).** NTIS is the Federal government's central source for selling scientific, technical, engineering, and related business information produced by or for the U.S. government. NTIS hosts The Homeland Security Information Center: an invaluable resource for scientific and technical information from the U.S. Government, especially in biological and chemical warfare, preparedness and response, and safety training. NTIS sells some OSHA informational and training associated materials. You can reach them at (703) 605-6000. The Homeland Security Information Center is at [www.ntis.gov/hs/index.asp](http://www.ntis.gov/hs/index.asp).
- ▶ **Disaster Site Worker Outreach Training Program.** If you cannot find the answers for your outreach questions in this guide or at the OSHA web site, contact:  
Mr. Don Guerra, Outreach Program Coordinator  
(847) 759-7735, e-mail: [outreach@dol.gov](mailto:outreach@dol.gov)
- ▶ **Resource Center.** Disaster Site Trainers are eligible to become borrowers in the Resource Center Loan Program. The Resource Center is a collection of over 600 training video titles. Videos cover more than 100 occupational safety and health subjects. The Resource Center Audiovisual Catalog is available at [www.osha-slc.gov/fso/ote/training/resource-center/loan.html](http://www.osha-slc.gov/fso/ote/training/resource-center/loan.html). For further information contact:  
Ms. Linda Vosburgh, Librarian, (847) 759-7736  
e-mail: [vosburgh.linda@dol.gov](mailto:vosburgh.linda@dol.gov)
- ▶ **Outreach Trainer State Lists.** The OSHA Education Centers that participate in the Disaster Site Worker Outreach Training Program distribute lists of active trainers (two or more classes conducted within a year) by state, to persons looking for the 16-hour Disaster Site Worker Course #7600 and also persons looking for training assistance. To obtain a state list(s):

Provide:        1) State(s) you are looking for (up to three)  
                    2) Your fax number or mailing address

## HOW TO OBTAIN DISASTER SITE WORKER COURSE #7600 16-HOUR CARDS

### Obtaining Student Course Completion Cards

After conducting the 16-hour Disaster Site Worker Course #7600 class, follow the instructions below to document your class to the responsible training location (see Attachment B) to receive Disaster Site Worker 16-Hour Training Course completion cards for your students.

For each outreach class, send the following:

1. **Disaster Site Worker Outreach Training Program Report** (see page 15).

This includes information on the course, the trainer, and the students. Use the format on page 15 or create your own form. Make sure you include your most recent trainer date and the address to send the cards.

#### **Primary Trainer Course Information**

- ❶ ID - doesn't apply to new trainers. Only trainers who have received student cards have one.
- ❷ Trainer expiration date (four years after the last course taken).

#### **ID Number: Applies only to trainers who have received student cards.**

- Unless it is the procedure of your responsible OSHA Education Centers, each student who completes the trainer class will not be assigned an ID number.
- OTIECs will have different ways of providing your ID number.
- If your OTIEC does not have your most recent expiration date, write in your new expiration date, and provide a copy of your course certificate or trainer card.

#### **Training Certifications and Information**

- The trainer must certify that their course met the topic requirements, the Lesson Objectives of the Disaster Site Worker Course #7600, and was held for at least 16 hours.
- Also, you must include the range of student scores you recorded for Inspecting, Donning, and Doffing Half-Face Air-Purifying Respirators.

2. **A copy of your course certificate or trainer card if:**

- This is your first Disaster Site Worker outreach training class, or
- You have updated your trainer course status by taking a refresher course.

3. **Student Names** who completed the class. These must be legible. We only need one list – don't send all the sign-in sheets.

**\*\* Submittals that do not include items 1 – 3 may be returned \*\***

Remember these points when submitting your documentation:

- \* Send separate documentation for each class. You may submit more than one class in an envelope.
- \* Submit documentation within six months of course completion.

\* If you observe or measure workplace improvements that resulted from your outreach training, please inform us. Examples include declining incidents of workplace injuries and illnesses, the establishment of safety and health committees, or the correction of workplace hazards.

Mail your course documentation to the OSHA Training Institute Education Center where you took your most recent Disaster Site Worker Course #7600 or the refresher (see Attachment B).

Records. Keep a file on each of your courses which includes:

- ▶ Topics taught and time spent on each
- ▶ Student names and addresses -- the student's work or home address.
- ▶ A copy of the documentation you sent to request cards.
- ▶ Student "Theme Worksheets", final exercises, and performance checklists and scores for Inspecting, Donning, and Doffing Half-Face Air-Purifying Respirators.

### **Information on Student Course Completion Cards**

- It takes three to four weeks to process your request after an OTIEC receive your documentation and additional time for mailing. Unless there is an unusual situation, try not to call to check on the status of your cards before the processing time frame has elapsed.
- Student course completion cards are sent to the trainer for completion and distribution.
- The trainer completes the card by inserting the student's name and the course end date and signing it. The trainer's name may be typed in and must be typed or printed in if the signature is illegible.
- You may laminate the cards, and use the back of the cards for other identification or training information purposes, but no other alterations are permitted.
- Student course completion cards do not expire.
- You may provide students with a training certificate. This helps them prove they took the training before they receive their card. Advertising restrictions (page 7) also apply on the student cards.
- Trainers are sent a few extra cards for each class completed in case of card errors or to enable you to replace lost student cards for students you trained.

### **Replacing Lost, Damaged, or Misprinted Cards**

**Trainer Cards:** Contact the organization where you took the course. Inform them when you took the course. After they validate that you completed the course, they'll issue you a replacement card.

**Student Cards:** Use the extra cards provided to you with each class to replace student cards, after you make the proper verification. If you do not have an extra card, contact the responsible OSHA Education Center for the replacement. Provide the following information: student name, trainer name, and training date. Records are kept for five years plus the present year.

**Misprinted Cards:** Return misprinted cards to the responsible OTIEC for replacement.

# Disaster Site Worker Course #7600 Outreach Training Report

End Date of Course: \_\_\_\_/\_\_\_\_/\_\_\_\_

Number of Students: \_\_\_\_\_ (List students' names on back, or on a separate sheet)

## Primary Trainer Course Information

_____	_____	____/____/____
ID Number*	Name	Expiration Date
* <b>ID number</b> - new trainers do not have - only applies to trainers who have received student cards		

**Address - cards will be sent here:** (If you have an ID number and your address is the same, you don't need to complete this)

Check if this is a new address

Company / Dept. \_\_\_\_\_

Address  
\_\_\_\_\_  
\_\_\_\_\_

City /State /Zip \_\_\_\_\_

Phone No: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_\_ ext. \_\_\_\_\_ Best time(s) to call: \_\_\_\_\_

**Your documentation must include these items:**

- (1) Disaster Site Worker Outreach Training Program Report – including complete Training Certifications and Information section.
- (2) Student names
- (3) A copy of your course certificate or trainer card if you do not have an ID#

**Do not include these items with your documentation:**

- \* Student evaluation forms
- \* Student sign-in sheets from each day of the course

### Training Certifications and Information

\_\_\_\_ (Check) *I certify that I taught all the required topics and met the Lesson Objectives of the Disaster Site Worker Course #7600.*

\_\_\_\_ (Check) *I certify that I conducted the training for a minimum of 16 hours.*

\_\_\_\_ (Check) *I certify that I have maintained supporting documentation on the respirator performance checklists and scores.*

**The range of scores that I recorded for the Operations Performance Score in the respiratory protection performance test: FROM \_\_\_\_\_ TO \_\_\_\_\_**

**Trainer Signature** \_\_\_\_\_



## ATTACHMENT A - OSHA TRAINING INSTITUTE EDUCATION CENTERS

For schedules and tuition see [www.osha-slc.gov/fso/ote/training/training\\_resources.html](http://www.osha-slc.gov/fso/ote/training/training_resources.html)

Education Centers	Lead Center: City / State	Phone
Keene State College	Manchester, NH	800-449-6742
Rochester Institute of Technology	Rochester, NY	866-385-7470x2919
Atlantic OSHA Training Center (Univ. of Medicine & Dentistry of NJ, NY Dist. Council of Carpenters, State University of New York at Buffalo, Universidad Metropolitana, San Juan, P.R.)	New Brunswick, NJ	732-235-9459
National Resource Center for OSHA Training (George Meany Center for Labor Studies, Building and Construction Trades Dept., West Virginia University, Center to Protect Workers' Rights)	Washington, DC	800-367-6724
Keystone Occupational Safety and Health Center (Indiana University of Pennsylvania)	Indiana, PA	800-640-7421
Georgia Tech Research Institute	Atlanta, GA	800-653-3629
University of South Florida	Tampa, FL	866-697-0975
Eastern Kentucky University	Richmond, KY	888-401-1956
Great Lakes OSHA Training Consortium (Univ. of Cincinnati, Eastern Michigan University, United Auto Workers, University of Minnesota)	Cincinnati, OH	800-207-9399
The National Safety Education Center (Northern Illinois University, Construction Safety Council, and the National Safety Council)	Chicago area, IL	800-656-5317
Mid-America OSHA Training Institute (Ohio Valley Construction Education Foundation, Sinclair Community College)	Springboro, OH	866-444-4412
Texas Engineering Extension Service, Texas A & M Univ.	Mesquite, TX	800-723-3811
Metropolitan Community Colleges	Kansas City, MO	800-841-7158
Midwest OSHA Education Centers (St. Louis University, Kirkwood Community College, Safety and Health Council of Greater Omaha)	St. Louis, MO	888-382-3756
Red Rocks Community College	Lakewood, CO	800-933-8394
Mountain West OSHA Training & Outreach Center (University of Utah, Salt Lake City Community College System)	Salt Lake City, UT	801-581-4055
University of California - San Diego	San Diego, CA	800-358-9206
WESTEC, Westside Energy Services	Taft, CA	866-493-7832
University of Washington	Seattle, WA	800-326-7568

## ATTACHMENT B

# OSHA DISASTER SITE WORKER OUTREACH TRAINING PROGRAM FACT SHEET and OTIEC ADDRESSES

### NOTICE

*Trainers send their requests for student cards to the organization where they took their most recent Disaster Site Trainer course.*

#### WHERE:

- See the following pages in this attachment for where and how to submit requests.

#### HOW PROGRAM ADMINISTRATION WORKS:

- For each request, include:
  - ❶ Disaster Site Worker Outreach Training Program Report – including complete Training Certifications and Information section.
  - ❷ Student names
  - ❸ A copy of your trainer card or certificate, if this is your first request.
- Requests are reviewed to ensure:
  - ➡ Trainer is currently authorized
  - ➡ Complies with guidelines (topics, time, etc.)
  - ➡ Documentation is complete

#### WHERE – Specifics

The following list is organized by OSHA Regions 1-10.

Here are the Regional Office locations in each of the regions.

- 1 – Boston
- 2 – New York
- 3 – Philadelphia
- 4 – Atlanta
- 5 – Chicago
- 6 – Dallas
- 7 – Kansas City
- 8 – Denver
- 9 – San Francisco
- 10 – Seattle

Region 1 – Northeast, including NH, ME, RI, MA, CT	
<p><u>If you took the training from</u></p> <ul style="list-style-type: none"> <li>- OTI Education Center at Keene State College, Manchester, NH</li> <li>- OTI Education Center at Keene State College, Keene, NH</li> <li>- Operation Safe Site, Hartford, CT</li> <li>- Gateway Community College, New Haven, CT</li> <li>- Associated Constructors, Augusta, ME</li> <li>- Safety Council of Western Massachusetts, Springfield, MA</li> <li>- Central Massachusetts Safety Council, West Boylston, MA</li> <li>- Roger Williams University, Portsmouth, RI</li> </ul>	<p><u>Send your card requests to</u>            OSHA Training Institute Education Center  <b>Keene State College</b>            175 Ammon Drive            Manchester, NH 03103-3308</p> <p>For questions: (800) 449-6742            Dolores Price – <a href="mailto:dprice1@keene.edu">dprice1@keene.edu</a></p>

Region 2 – Northeast, including NJ, NY, and Puerto Rico	
<p><u>If you took the training from</u></p> <ul style="list-style-type: none"> <li>- University of Medicine and Dentistry of NJ, New Brunswick, NJ</li> <li>- State University of New York at Buffalo, Toxicology Research Center, Buffalo, NY</li> <li>- Universidad Metropolitana, San Juan, PR</li> <li>- NY City District Council of Carpenters, Labor Technical College, New York, NY</li> </ul>	<p><u>Send your card requests to</u>  <b>UMDNJ- School of Public Health</b>            Attn: Janet Crooks, Registrar            Atlantic OSHA Training Center            Office of Public Health Practice            683 Hoes Lane West, 1st Floor            Piscataway, NJ, 08854</p> <ul style="list-style-type: none"> <li>• Fax (732) 235-9460</li> </ul> <p>For questions:            Koshy Koshy (732) 235-9459, <a href="mailto:koshyko@umdnj.edu">koshyko@umdnj.edu</a>            Janet Crooks (732) 235-9455, <a href="mailto:crooksje@umdnj.edu">crooksje@umdnj.edu</a></p>

Region 2 – New York	
<p><u>If you took the training from</u>            Rochester Institute of Technology OTI Education Ctr, Rochester, NY</p>	<p><u>Send your card requests to</u>  <b>Rochester Institute of Technology OTI Educ. Center</b>            ATTN: Donna Winter            31 Lomb Memorial Dr.            Rochester, NY 14623-5603</p> <ul style="list-style-type: none"> <li>• Fax (585) 475-6292</li> <li>• e-mail: <a href="mailto:d_winter@cast-fc.rit.edu">d_winter@cast-fc.rit.edu</a></li> </ul> <p>For questions: Donna Winter (585) 475-2919</p>

Region 3 – Pennsylvania	
<p><u>If you took the training from</u></p> <ul style="list-style-type: none"> <li>- Indiana University Training Center, Monroeville, PA</li> <li>- High Training Center, Lancaster, PA</li> <li>- Wilkes University, Wilkes Barre, PA</li> <li>- Indiana University of Pennsylvania, Indiana, PA</li> </ul>	<p><u>Send your card requests to</u>  <b>KOSH Center</b>            IUP Dept. of Continuing Education            Keith Hall Suite #100            390 Pratt Drive            Indiana, PA 15705</p> <ul style="list-style-type: none"> <li>• Fax (724) 357-7597</li> </ul> <p>For questions: Kyle Campbell, <a href="mailto:kcampbel@iup.edu">kcampbel@iup.edu</a>            (724) 357-2292 or (800) 640-7421</p>

Region 3 – East, including WV, MD, PA, VA, DC	
<p><u>If you took the training from</u>  <b>George Meany Center</b>            - College Park, MD; Philadelphia PA; Silver Spring MD; Washington DC; Wilkes-Barre PA            -and other organizations, unions, and companies served with special programs or on-site training</p> <hr/> <p><b>Center to Protect Workers' Rights/BCTD</b>            - Building and Construction Trades Unions            - Building and Construction Trades Councils            - Building and Construction Trades Contractors</p> <hr/> <p><b>West Virginia University</b>            - Morgantown, WV            - Charleston, WV            - Huntington, WV            - Operating Engineers, Beckley, WV            - Contractors Association, Parkersburg, WV            - Pittsburgh, PA            - Richmond, VA            - and other safety councils, organizations, and companies served with on-site training</p>	<p><u>Send your card requests to</u>  <b>National Resource Center/GMC</b>            10000 New Hampshire Avenue            Silver Spring, MD 20903            • Fax (301) 431-5411            • e-mail: <a href="mailto:ncosha@georgemeany.org">ncosha@georgemeany.org</a>            For questions: Sandra Tillett (800) 367-6724</p> <hr/> <p><b>National Resource Center/CPWR</b>            815 16th Street NW            Washington, DC 20006            • Fax (202) 756-4675            • e-mail: <a href="mailto:jwheeler@bctd.org">jwheeler@bctd.org</a>            For questions: Janice Wheeler (202) 756-4636</p> <hr/> <p><b>National Resource Center/WVU</b>            Safety &amp; Health Extension            P. O. Box 6615 - 130 Tower Lane            Morgantown, WV 26506            • Fax (304) 293-5905            • e-mail: <a href="mailto:Penny.Morrison@mail.wvu.edu">Penny.Morrison@mail.wvu.edu</a>            For questions: Tom Stockdale (800) 626-4748</p>

Region 4 – South, including GA, NC, SC, MS, KY, AL, FL, TN	
<p><u>If you took the training from</u>            - Georgia Tech Research Institute, Atlanta, GA            - Georgia Tech OTI Education Center in these cities:              GA – Atlanta and Savannah              FL - Orlando, Ft. Lauderdale, Miami, Clearwater, or Jacksonville              NC – Raleigh or Charlotte              AL - Mobile              SC - Columbia              KY - Louisville              MS - Jackson              TN - Nashville</p>	<p><u>Send your card requests to</u>  <b>Georgia Tech</b> OTI Education Center            ATTN: Diane Knobloch            430 Tenth Street, NW            Atlanta, GA 30332-0837            • Fax (404) 894-8275            • e-mail: <a href="mailto:diane.knobloch@gtri.gatech.edu">diane.knobloch@gtri.gatech.edu</a>            For questions: Diane Knobloch (404) 894-0024                              Daniel Ortiz (404) 894-8276                              Myrtle Turner (404) 894-8066</p>

Region 4 – Florida	
<p><u>If you took the training from</u>            University of South Florida, Tampa, FL</p>	<p><u>Send your card requests to</u>  <b>University of South Florida</b> OTI Education Center            ATTN: Bob Nesbit            13201 Bruce B. Downs Blvd., MDC 56            Tampa, FL 33612-3805            • Fax (813) 974-8270            • e-mail: <a href="mailto:mesbit@hsc.usf.edu">mesbit@hsc.usf.edu</a>            For questions: Bob Nesbit (813) 974-6879, <a href="mailto:mesbit@hsc.usf.edu">mesbit@hsc.usf.edu</a></p>

Region 4 – Kentucky	
<p><u>If you took the training from</u> Eastern Kentucky University, Richmond, KY</p>	<p><u>Send your card requests to</u> Corrie Stotts Projects Coordinator <b>Eastern Kentucky University</b> 521 Lancaster Ave. Room 202 Richmond, KY 40475-3100</p> <p>For questions: (859) 622-6216</p>

Region 5 – Midwest, especially IL, and also WI, and IN	
<p><u>If you took the training from</u> - NIU-Naperville, IL and DeKalb, IL - NIU Education Center, Hoffman Estates, IL - NIU Rockford Center, Rockford, IL - National Safety Council, Itasca, IL - Construction Safety Council, Hillside, IL - Richland Community College, Decatur, IL - Northeast Wisconsin Technical College, Green Bay, WI - Fox Valley Technical College, Appleton, WI - Dawson Technical Institute, Chicago, IL - Hoosier Safety Council, Evansville, IN - and other safety councils, organizations, and companies served with on-site contract training.</p>	<p><u>Send your card requests to</u> The National Safety Education Center 590 Garden Road, EB 318 <b>Northern Illinois University</b> DeKalb, IL 60115</p> <ul style="list-style-type: none"> <li>• Fax (815) 753-4203</li> </ul> <p>For questions: (815) 753-6902 or (800) 656-5317 <a href="mailto:NSECoutreach@niu.edu">NSECoutreach@niu.edu</a></p>

Region 5 – Midwest, including OH, MI, MN, IN	
<p><u>If you took the training from</u> <i>* NOTE - If your last trainer class was prior to Oct. 1, 2003 and you received your training from these places send requests to the OSHA Training Institute on page 1</i></p> <ul style="list-style-type: none"> <li>- University of Cincinnati, Cincinnati, and Columbus, OH</li> <li>- Kent State University, Canton, OH</li> <li>- Indiana University Southeast, New Albany, IN</li> <li>- Southern Illinois University, Carbondale, IL</li> <li>- Eastern Michigan University, Livonia, MI</li> <li>- M-TEC, Kalamazoo, MI</li> <li>- University of Findlay, Findlay, OH</li> <li>- Eastern Michigan University-Web Based Training</li> <li>- University of Minnesota, Minneapolis, MN</li> <li>- South Central Tech, Mankato, MN</li> <li>- Lake Shore Technical College, Cleveland, WI</li> </ul>	<p><u>Send your card requests to</u> Great Lakes Regional OTI Education Center ATTN: Marianne Kautz Continuing Medical Education <b>University of Cincinnati</b> PO Box 670567 Cincinnati, OH 45267-0567</p> <ul style="list-style-type: none"> <li>• Fax (513) 558-1756</li> <li>• e-mail: <a href="mailto:kautzm@uc.edu">kautzm@uc.edu</a></li> </ul> <p>For questions: Marianne Kautz (800) 207-9399 or (513) 558-1730</p>

Region 5 – Ohio	
<p><u>If you took the training from</u> Mid-America OSHA Education Center, Springboro, OH</p>	<p><u>Send your card requests to</u> <b>Mid-America OSHA Education Center</b> ATTN: Gary Bambauer 33 Greenwood Lane Springboro, OH 45066</p> <ul style="list-style-type: none"> <li>• Fax (937) 704-9394</li> <li>• e-mail: <a href="mailto:ovabc@ovabc.org">ovabc@ovabc.org</a></li> <li>• Online request form available <a href="http://www.midamericaosha.org">www.midamericaosha.org</a></li> </ul> <p>For questions: Gary Bambauer, <a href="mailto:Gary@ovabc.org">Gary@ovabc.org</a></p>

(937)704-0111 or (866) 444-4412

**Region 6 – South, especially TX, and also NM, LA, OK, and AR**

If you took the training from

- TEEEX-North Texas Regional Training Center, Mesquite, TX
- TEEEX-Houston Regional Training Center, Houston, TX
- TEEEX-South Central Texas Reg'l Training Center, San Antonio, TX
- TEEEX-Corpus Christi Regional Training Center, Corpus Christi, TX
- State of New Mexico Occup. Health & Safety Bureau, Santa Fe, NM
- Safety Counseling Inc., Albuquerque, NM
- Safety Matters, Albuquerque, NM

Send your card requests to

OTI Southwest Education Center  
**Texas Engineering Extension Service**

ATTN: Registrar  
15515 IH 20 at Lumley  
Mesquite, TX 75181

- Fax (972) 222-2978
  - e-mail: [OSHA@teexmail.tamu.edu](mailto:OSHA@teexmail.tamu.edu)
- For questions: Donna Murphy or Patti Rotramel  
(972) 222-1300 or (800) 723-3811

**Region 7 – Missouri**

If you took the training from

- Metropolitan Community College, Kansas City, MO
- Maple Woods Community College, Kansas City, MO
- Business & Technology Center, Kansas City, MO

Send your card requests to

Region VII OTI Education Center  
**Metropolitan Community Colleges**  
ATTN: Dick Day, Program Manager  
1775 Universal Avenue  
Kansas City, MO 64120

- Fax 816-482-5408
  - e-mail: [sandi.garrison@kcmetro.edu](mailto:sandi.garrison@kcmetro.edu)
- For questions :  
Dick Day (816) 482-5282, [dick.day@kcmetro.edu](mailto:dick.day@kcmetro.edu)  
Sandi Garrison (816) 482-5416, [sandi.garrison@kcmetro.edu](mailto:sandi.garrison@kcmetro.edu)

**Region 7 – Midwest, including MO, IA, NE**

If you took the training from

- Saint Louis University, St. Louis, MO
- Saint Louis University, Springfield, MO
- Kirkwood Community College, Des Moines, IA and Cedar Rapids, IA
- National Safety Council, Omaha, NE

Send your card requests to

**Saint Louis University School of Public Health**  
Midwest OSHA Education Center  
ATTN: Mary Lapusan  
3545 Lafayette, Ste. 300  
St. Louis, MO 63104

- Fax (314) 977-8150
  - e-mail: [lapusanm@slu.edu](mailto:lapusanm@slu.edu)
- For questions :  
Mary Lapusan (314) 977-4093, [lapusanm@slu.edu](mailto:lapusanm@slu.edu)  
Chris King (314) 977-3242, [kingcc@slu.edu](mailto:kingcc@slu.edu)

**Region 8 – Mountain, especially Colorado, and also UT, MT**

If you took the training from

- Rocky Mountain Education Center, Lakewood, CO
- Red Rocks Community College, Lakewood, CO
- Ogden Weber Applied Technology College, Salt Lake City, UT
- Montana Dept of Labor and Industry Occupational Safety & Health Bureau, Missoula, MT

Send your card requests to

**Rocky Mountain Education Center**  
ATTN: Jeannine Kreller  
13300 W. 6<sup>th</sup> Ave, Box 41  
Lakewood, CO 80228-1255

- Fax (303) 914-8997
  - e-mail: [jeannine.kreller@rrcc.edu](mailto:jeannine.kreller@rrcc.edu)
- For questions: Jeannine Kreller, (800) 933-8394

Region 8 – Utah	
<p><u>If you took the training from</u></p> <ul style="list-style-type: none"> <li>- Mountain West OSHA Training and Outreach Center, Salt Lake City, UT</li> <li>- Salt Lake Community College, Salt Lake City, UT</li> </ul>	<p><u>Send your card requests to</u></p> <p>Mountain West OSHA Training and Outreach Center University of Utah ATTN: Registrar 391 Chipeta Way, Suite C Salt Lake City, UT 84108</p> <ul style="list-style-type: none"> <li>• Fax (801) 585-5275</li> <li>• e-mail: <a href="mailto:ldominguez@rmcoeh.utah.edu">ldominguez@rmcoeh.utah.edu</a></li> </ul> <p>For questions: Connie Crandall (801)581-7182, <a href="mailto:ccrandall@rmcoeh.utah.edu">ccrandall@rmcoeh.utah.edu</a> Luz Dominguez (801)581-4055, <a href="mailto:ldominguez@rmcoeh.utah.edu">ldominguez@rmcoeh.utah.edu</a></p>

Region 9 – California	
<p><u>If you took the training from</u></p> <ul style="list-style-type: none"> <li>- WESTEC, North Kern Training Center, Shafter, CA</li> <li>- Cal State University at Dominguez Hills, Carson, CA</li> <li>- Community College of Southern Nevada, Henderson, NV</li> <li>- Truckee Meadows Community College, Reno, NV</li> </ul>	<p><u>Send your card requests to</u></p> <p><b>WESTEC</b> Region IX OSHA Training Institute Education Center ATTN: Registrar 210 E. Center St. Taft, CA 93268</p> <ul style="list-style-type: none"> <li>• Fax (661) 763-5162</li> </ul> <p>For questions: Phyllis LaLonde, 661-763-5161, <a href="mailto:phyllis@westec.org">phyllis@westec.org</a></p>

Region 9 – West, especially CA, and also NV, HI, and AZ	
<p><u>If you took the training from</u></p> <p>UCSD-San Diego UCSD-Sacramento, CA UCSD-San Jose, CA UCSD-Los Angeles, CA UCSD-Las Vegas, NV UCSD-San Francisco, CA UCSD-Honolulu, HI UCSD-Phoenix, AZ UCSD-Saipan, Pacific Trust Territories UCSD-Guam, Pacific Trust Territories</p>	<p><u>Send your card requests to</u></p> <p><b>UCSD/OSHA Training Institute</b> ATTN: Outreach Training Coordinator 15373 Innovation Drive, Ste. 105 San Diego, CA 92128</p> <ul style="list-style-type: none"> <li>• Fax (858) 485-7390</li> <li>• e-mail: <a href="mailto:OTI-Outreach@ucsd.edu">OTI-Outreach@ucsd.edu</a></li> </ul> <p>For questions: Outreach Coordinator (858) 605-0118, <a href="mailto:OTI-Outreach@ucsd.edu">OTI-Outreach@ucsd.edu</a></p>

Region 10 – West, especially WA, and also OR, ID, and AK	
<p><u>If you took the training from</u></p> <p>UW/Denali Safety Council – Anchorage, AK UW – Boise, ID UW/Portland Community College – Portland, OR UW/HAMMER Facility – Richland, WA UW – Seattle, WA UW – Spokane, WA UW – Cruise to Alaska</p>	<p><u>Send your card requests to</u></p> <p>Region X OSHA Training Institute Education Center University of Washington ATTN: Registrar 4225 Roosevelt Way NE #100 Seattle, WA 98105</p> <ul style="list-style-type: none"> <li>• Fax (206) 685-3872</li> <li>• e-mail: <a href="mailto:ce@u.washington.edu">ce@u.washington.edu</a></li> </ul> <p>For questions: Leslie Fleming, (206) 616-7843</p>

# ATTACHMENT C

## SHORTCUT PROCEDURES FOR DISASTER SITE OUTREACH TRAINERS WITH ID NUMBERS

*Student card requests are accepted by e-mail, fax, and short mail-in format, if you have an ID number.*

*Carefully read the instructions below before using these procedures.*

\* Each OSHA Education Centers may have slightly different processing requirements  
– check with the Education Center (see Attachment B).

### 1. Who is Eligible? Outreach Trainers with ID Numbers.

- If you've never received student cards, you do not have an ID number.
- Unless it is the procedure of the particular OSHA Education Center, you will not be assigned an ID number to each person that takes a trainer class.

### 2. Sending Requests for Student Cards - Procedures (also see the following pages)

#### a. E-mail

- ▶ See the addresses in Attachment B
- ▶ Subject: Disaster Site Worker 16-hour Course #7600
- ▶ Format your e-mail request based on the format which follows these procedures
- ▶ It is preferred that you do not send attachments – send the information about your course in the body of your e-mail. OTIEC procedures may vary.

#### b. Fax

- ▶ See the fax numbers in Attachment B
- ▶ Send a cover page and indicate the number of pages you're sending
- ▶ Subject: Disaster Site Worker 16-hour Course #7600
- ▶ Format your fax request based on the format which follows these procedures

#### c. Short Mail-in Format

- ▶ Use short mail-in format which follows these procedures

### 3. Instructions

- a. Use your ID Number when requesting cards using one of these procedures
- b. For each class - send a separate e-mail, fax, or mail-in format
- c. Keep a file on each course which includes a copy of the e-mail or fax you sent to request cards.

### 4. Monitoring. We may request a copy of the documentation you have on file for a course.

**E-Mail Format -- Request for Disaster Site Worker Course cards**

- For Trainers with ID numbers
- This is a sample of the e-mail format.
- Send a separate e-mail for each class.

-----  
**SUBJECT:** Disaster Site Worker 16-hour Course (#7600)  
-----

**Course End Date:** \_\_\_ / \_\_\_ / \_\_\_

**Number of Students** \_\_\_\_\_

**ID #:** \_\_\_\_\_

**Trainer Name:** \_\_\_\_\_

**Trainer Course Data:** If you have taken a more recent Trainer or refresher course and your expiration date has changed, please complete the following, and include a copy of the new card or certificate. Check one, as applicable:

\_\_\_\_\_ #5600 Trainer course                      Training Date \_\_\_/\_\_\_/\_\_\_  
\_\_\_\_\_ Refresher Course                              Training Date \_\_\_/\_\_\_/\_\_\_

**Trainer Address / Phone:** (Only needed if your address has changed)

**Training Information**

\_\_\_\_\_ (Check) *I certify that I taught all the required topics and met the Lesson Objectives of the Disaster Site Worker Course #7600.*

\_\_\_\_\_ (Check) *I certify that I conducted the training for a minimum of 16 hours.*

\_\_\_\_\_ (Check) *I certify that I have maintained supporting documentation on the respirator performance checklists and scores.*

The range of scores that I recorded for the Operations Performance Score in the respiratory protection performance test: FROM \_\_\_\_\_ TO \_\_\_\_\_

**Student Names:**

**FAX Format -- Request for Disaster Site Worker Course cards** (For Trainers with ID numbers)

**SUBJECT:** Disaster Site Worker 16-hour Course (#7600)

**Course End Date:** \_\_\_/\_\_\_/\_\_\_

**Number of Students** \_\_\_\_\_

**ID #:** \_\_\_\_\_

**Trainer Name:** \_\_\_\_\_

**Trainer Course Data:** If you have taken a more recent Trainer or refresher course and your expiration date has changed, please complete the following, and include a copy of the new card or certificate. Check one, as applicable:

\_\_\_\_\_ #5600 Trainer course                      Training Date \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_ Refresher Course                              Training Date \_\_\_/\_\_\_/\_\_\_

**Trainer Address / Phone:** (Only needed if these have changed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Training Information**

\_\_\_\_\_ (Check) *I certify that I taught all the required topics and met the Lesson Objectives of the Disaster Site Worker Course #7600.*

\_\_\_\_\_ (Check) *I certify that I conducted the training for a minimum of 16 hours.*

\_\_\_\_\_ (Check) *I certify that I have maintained supporting documentation on the respirator performance checklists and scores.*

The range of scores that I recorded for the Operations Performance Score in the respiratory protection performance test: FROM \_\_\_\_\_ TO \_\_\_\_\_

**Trainer Signature** \_\_\_\_\_

**Student Names** (Continue on another page if additional students)

1 _____	11 _____
2 _____	12 _____
3 _____	13 _____
4 _____	14 _____
5 _____	15 _____
6 _____	16 _____
7 _____	17 _____
8 _____	18 _____
9 _____	19 _____
10 _____	20 _____

**Short Mail Format -- Request for Disaster Site Worker Course cards**

*(For Trainers with ID numbers)*

**SUBJECT:** Disaster Site Worker 16-hour Course (#7600)

**Course End Date:** \_\_\_/\_\_\_/\_\_\_

**Number of Students** \_\_\_\_\_

**ID #:** \_\_\_\_\_

**Trainer Name:** \_\_\_\_\_

**Trainer Course Data:** If you have taken a more recent Trainer or refresher course and your expiration date has changed, please complete the following, and include a copy of the new card or certificate. Check one, as applicable:

\_\_\_\_\_ #5600 Trainer course                      Training Date \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_ Refresher Course                              Training Date \_\_\_/\_\_\_/\_\_\_

**Trainer Address / Phone:** (Only needed if these have changed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Training Information**

\_\_\_\_\_ (Check) *I certify that I taught all the required topics and met the Lesson Objectives of the Disaster Site Worker Course #7600.*

\_\_\_\_\_ (Check) *I certify that I conducted the training for a minimum of 16 hours.*

\_\_\_\_\_ (Check) *I certify that I have maintained supporting documentation on the respirator performance checklists and scores.*

The range of scores that I recorded for the Operations Performance Score in the respiratory protection performance test: FROM \_\_\_\_\_ TO \_\_\_\_\_

**Trainer Signature** \_\_\_\_\_

**Student Names** *(Continue on another page if additional students)*

1 _____	11 _____
2 _____	12 _____
3 _____	13 _____
4 _____	14 _____
5 _____	15 _____
6 _____	16 _____
7 _____	17 _____
8 _____	18 _____
9 _____	19 _____
10 _____	20 _____