
ENVIRONMENTAL Fact Sheet



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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 generating 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 facility with the informational resources needed to comply. 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

Decades of environmental inspections of hazardous waste-generating facilities reveals that generators often lack the knowledge necessary to properly identify those wastes which pose a danger and safely manage them. 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.

The Certification Process

1. New applicants

A first-time applicant will be required to attend a comprehensive “basic” class, consisting of a broad review of the New Hampshire Hazardous Waste Rules. At the end of the class, the attendee will be required to pass a 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. Coordinators with a current certification 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.

Who should become certified as a hazardous waste coordinator?

Businesses often fail to recognize how comprehensive the hazardous waste rules are until after they have been inspected. While the hazardous waste coordinator program is designed to ensure that businesses are provided the information they need to achieve compliance, too often the decision of who to send to the certification training is based solely on whether an employee handles hazardous waste. However, the rules apply more broadly than to just making or moving hazardous waste. The training also applies to those that have administrative responsibilities such as managing and tracking shipments, documenting internal training, writing emergency plans and more. Therefore, while we enthusiastically support and welcome any individual that a company feels can benefit from attendance, we highly recommend that an individual at a supervisory level attend to provide awareness at an organizational level that encompasses **all** aspects of hazardous waste management. When an attendee is responsible for only a portion of a facility's hazardous waste program, the information critical to other aspects of compliance is rarely fully communicated to the staff who need it.

Although there is no limit on how many individuals from any facility can become certified, note that only one person from a full quantity generator facility is required to attend this training. Many businesses choose to send one or more employees to become certified through NHDES, who in turn provide (non-certification) hazardous waste training to other facility staff. In this way, training on the hazardous waste rules can be provided to additional in-house staff, addressing site-specific topics and using teaching methods best suited to their unique responsibilities. Others may choose to send one or more individuals to be trained through NHDES to meet the certification requirement and then hire a private vendor who may also be certified, to develop and provide additional (non-certification) hazardous waste training tailored to the facility's operations and employees.

Note also that the certification belongs to the individual and will move with them should they change employers. As a conservative measure, some facilities maintain two or more certified coordinators so that 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](tel: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](tel: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. For a complete description of the requirements, refer to the New Hampshire Hazardous Waste Rules, Env-Hw 100-1200, available from [NHDES' website](#).