Hazardous Materials Business Plan (HMBP)
Employee Training Record for:

- Emergency Response Plan
- Emergency Procedures
- Hazardous Materials Handling

As a part of the HMBP program, all employees must be trained annually in the facility's Emergency Response Plan, emergency procedures and the safe methods of handling hazardous materials. New employees and annual training must include safety procedures in the event of a release or threatened release of a hazardous material, including, but not limited to, familiarity with the Emergency Response Plan and procedures. These training programs may take into consideration the position of each employee. This training shall be documented electronically or by hard copy and shall be made available for a minimum of three years. [HSC 25505(a)(4)]

Facility Name: _____

Owner/Trainer: _____

Training Date	Employee Name	Employee Signature