

Training Checklist: General

Employee Name: _____

Trainer Initial	Employee Initial	Training
_____	_____	Office Tour <ul style="list-style-type: none">• Computer use, Kronos• Phone and messages• Files, manuals, resources• Bulletin boards• Route clipboards• Kitchen• Bathrooms• Conference room• Staff introductions
_____	_____	General Procedures <ul style="list-style-type: none">• Work etiquette• Timesheets• Scheduling• Attendance and punctuality• Taking time off• Disciplinary policy• Evaluations and raises• Complaints and concerns
_____	_____	Safety Procedures <ul style="list-style-type: none">• Proper attire• Weight lifting restrictions• Dust masks• Weather protection• Cleaning up
_____	_____	Lifting Training <ul style="list-style-type: none">• Lifting posture and technique• Equipment use• Stretching and injury
_____	_____	Vehicle Training <ul style="list-style-type: none">• Training video/classroom instruction• Vehicle setup (forward/reverse, brake)• Speed limit for on campus driving• Right of way• Walkways, bike paths, and grass• Headphones and radio• Reporting an incident

Training Checklist: Routes

Employee Name: _____

Trainer Initial	Employee Initial	Training
_____	_____	Knowledge of Recycling <ul style="list-style-type: none">• Santa Barbara County infrastructure• Santa Barbara County recyclables• Common differences from other areas• ASR's route rider collection• Facilities's custodial & grounds collection• Marborg pickup, weighing and sorting• Recycling bins, rolloffs, etc (tires, pallets) at UCSB• GIVE sale and other donation programs
_____	_____	Routes-Specific Policies & Safety <ul style="list-style-type: none">• Chance contact with hazardous or biohazardous waste• Chance contact with scavenging animals• Bicycle safety and policies (headphones, permitted areas)
_____	_____	Starting a Route (Office and Grove) <ul style="list-style-type: none">• Sign in on timesheet• Check route board• Pick up key and route map• In shed, pick up spray bottle and towels• Load bike trailer with bins
_____	_____	On the Route <ul style="list-style-type: none">• Emptying the bins• Cleaning the bins• Finding nearby dumpsters• Compost bins
_____	_____	Bin Types <ul style="list-style-type: none">• Berthas• Commingled pairs• BigBellies (commingled & compost)
_____	_____	Special Routes <ul style="list-style-type: none">• Locations (AS buildings, others)• Indoor & special collections• Compost bin switch & empty
_____	_____	Basic Bike Maintenance <ul style="list-style-type: none">• Fixing a slipped chain• Fixing a flat tire

Finishing a Route (Office and Grove)

- Unload bike trailer from bins
- Drop off spray bottle and towels
- Sign out on timesheet
- Drop off key and route map

Training Checklist: Techno

Employee Name: _____

Trainer Initial	Employee Initial	Training
_____	_____	Knowledge of Electronic Waste <ul style="list-style-type: none">• Global accumulation of electronic waste• Environmental issues associated with e-waste• Social issues associated with e-waste• Legal and illegal e-waste disposal• E-waste disposal certifications• Disposal of e-waste at UCSB• Disposal of e-waste in Santa Barbara County• Disposal of hazardous waste
_____	_____	Techno-Specific Policies and Safety <ul style="list-style-type: none">• Chance contact with chemicals or hazardous waste• Heavy lifting very common, safe lifting critical to avoid injury
_____	_____	Hazardous Waste and Battery Trainings <ul style="list-style-type: none">• To be completed with EH&S staff or online
_____	_____	Starting a Techno Route (Office and Grove) <ul style="list-style-type: none">• Sign in on timesheet• Pick up blue clipboard• Check for special pick ups or messages• Sign out vehicle, pick up keys• In trailer, pick up 2 rolling bins, caddy, spray bottle & cloth, scale, 2 small bins• Pick up any leftover e-waste from previous routes• If going to EH&S, pick up batteries, CFLs, hazardous wastes
_____	_____	On the Techno Route <ul style="list-style-type: none">• At each bin location, separate contents into 1) batteries, 2) CFLs, 3) cell phones, 4) inkjets, 5) toners, 6) laptops, 7) items with imbedded batteries (watches, electronic tooth brushes), and 8) general e-waste• Place general e-waste in rolling bin, other items in caddy• Bring waste to car, separate batteries into one small bin and inkjets and CFLs into another if necessary• Toners and large items can go directly into car• Sort and drop off materials as needed (see below)
_____	_____	Sorting Batteries <ul style="list-style-type: none">• Pile unsorted batteries on table in techno trailer, sort by type• Individually bag all except alkaline, 9-volt, lead acid• Tape off contacts for 9-volt batteries

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- Place all in respective bins (alkaline and 9-volt together)

Sorting and Packaging Ink Cartridges

Central Stores Drop Offs

- At Central Stores, weigh remanufactured toners and general e-waste
- Place remanufactured toners in cardboard box in room past loading dock
- Place general e-waste in Furniture Storage Room, large items in cloth bin and smaller misc items in cardboard bins

Environmental Health & Safety Drop Offs

- Weigh all sorted batteries (by type), CFL bulbs and hazardous waste, record
- Load waste in vehicle and take to EH&S, enter gate code 4-3-2-1
- Load all waste in large bin, place on a cart at top of loading dock ramp
- Take replacement large bin, return to techno trailer

Finishing a Techno Route

- At trailer, individually bag all CFLs & place in lightbulb bin
 - Use a hammer or screwdriver to remove batteries as needed
 - Park e-car in designated spot, plug in
 - Drop off blue clipboard, keys
 - Sign out on timesheet
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Training Checklist: Outreach

Employee Name: _____

Trainer Initial	Employee Initial	Training
_____	_____	<p>Knowledge of UCSB Waste Management</p> <ul style="list-style-type: none"> • UC waste diversion goal • Staff focusing on waste management • Departments focusing on waste management • Data collection and reporting
_____	_____	<p>Knowledge of Recycling</p> <ul style="list-style-type: none"> • Santa Barbara County infrastructure • Santa Barbara County recyclables • Common differences from other areas • ASR's route rider collection • Facilities's custodial & grounds collection • Marborg pickup, weighing and sorting • Recycling bins, rollofs, etc (tires, pallets) at UCSB • GIVE sale and other donation programs
_____	_____	<p>Knowledge of Composting</p> <ul style="list-style-type: none"> • Santa Barbara County infrastructure • Commercial compost systems • UCSB's commercial compost pickup • Vermicompost systems • DPW & Bren vermicompost programs • Aerobic (hot) compost systems • DPW's Grove & Family Housing aerobic compost • Other compost/organics systems • Facilities' Grounds to Grounds • Biofuel production and purchases
_____	_____	<p>Knowledge of Electronic Waste</p> <ul style="list-style-type: none"> • Global accumulation of electronic waste • Environmental issues associated with e-waste • Social issues associated with e-waste • Legal and illegal e-waste disposal • E-waste disposal certifications • Disposal of e-waste at UCSB • Disposal of e-waste in Santa Barbara County • Disposal of hazardous waste
_____	_____	<p>Outreach-Specific Policies and Safety</p> <ul style="list-style-type: none"> • Must table 2 times per quarter • Must attend 2 audits per quarter

- Must write 1 audit report per quarter

Experience with Routes

Experience with Techno

Experience with DPW

Advertising an Event

- Advertising timelines
- ES, ZWC, EAB, AS listservs & newsletters
- ASR-wide email
- Emails to Katie Maynard, Kate Kokosinski
- Facebook announcements
- Posted flyers (posting regulations)

Graphic Design & Printing

- Beth Ramone, AS graphic designer
- How to submit a work order
- How to structure your request
- AS Publications

Web Design & Social Media

- JudyAnne Dutcher, AS web designer
- How to update the website
- Facebook postings
- Tumblr postings
- Sustainability blog

Button Making

Tabling

- Acceptable daily tabling locations
- Tabling at events
- Tabling supplies and setup
- Tabling talking points

Larger Events in Common Areas

- Requirements of an event
- Submitting a petition
- Minor Events Committee

Special Event Service

- Receiving an event request
- Coordinating event service
- On site set up, monitoring, clean up
- Storing event waste at the Grove
- Auditing event waste, waste reports
- Invoicing for an event

Waste Audits

- Closed-toed shoes, gloves, apron required
- Sorting event waste into categories
- Record weights and description of each waste type
- Write an audit report detailing results

Training Checklist: Department of Public Worms

Employee Name: _____

Trainer Initial	Employee Initial	Training
_____	_____	Knowledge of Composting <ul style="list-style-type: none">• Santa Barbara County infrastructure• Commercial compost systems• UCSB's commercial compost pickup• Vermicompost systems• DPW & Bren vermicompost programs• Aerobic (hot) compost systems• DPW's Grove & Family Housing aerobic compost• Other compost/organics systems• Facilities' Grounds to Grounds• Biofuel production and purchases
_____	_____	DPW-Specific Policies & Safety <ul style="list-style-type: none">• Contact with animal manure• Chance contact with low-risk bodily fluids (saliva, phlegm)• Chance contact with rodents, decomposing insects
_____	_____	Dining Commons Pickups <ul style="list-style-type: none">• Starting in the office and grove• Traveling to the Dining Commons• Checking in with manager• Sorting and weighing food• Cleaning up• Storing food at grove
_____	_____	Worm Bin Feeding & Maintenance <ul style="list-style-type: none">• Bin design• Feeding• Bedding and carbon, shredding newspaper• Temperature, oxygen and moisture check• Harvesting
_____	_____	Hot Compost Feeding and Maintenance <ul style="list-style-type: none">• Adding compostable waste• Adding carbon sources• Watering and turning• Temperature monitoring• Finishing and harvesting

Family Housing Composting

- Starting in the office and grove
- Layout of area
- Adding compostable waste
- Adding carbon sources
- Watering and turning
- Harvesting and distribution
- Communicating about status

Making and Selling Worm Tea

- Pump and bucket
- Gathering castings
- Dechlorinator & molasses
- Order clipboard
- Cash handling protocol

Garden Maintenance

- Watering
- Weeding
- Pest prevention

Garden Planning and Seed Starting

- Seasonal herbs and vegetables
- Starting seeds
- Transplanting

Operating a Home Worm Bin

- Materials used
- Bin setup
- Bedding
- Starting food & water
- Bringing to equilibrium
- Maintenance feedings
- Troubleshooting
- Harvesting