



# Training Worksheet Job Aid

Maintained by Corporate Education, Development & Training (CEDT)

		Purchase Order	
<b>A. General Awareness Sandia-Specific Training — <i>Initial and Refresher Training</i></b>			
<b>Program/ Hazards</b>	<b>Title</b>	<b>Course Number</b>	
<b>GENERAL AWARENESS</b>	<b>Annual Counterintelligence Training</b> Members of the Workforce who process, or have access to information.	<b>CI100</b>	<input type="checkbox"/>
	<b>Annual Integrated Cyber and Information Security Training</b> All members of the SNL workforce who create and process Sandia information are required to complete Integrated Cyber and Information Security Training (COM100) within 14 days from their hire date, and every 12 months thereafter. All individuals who access Sandia computing resources must have COM100 or a Cyber Security-approved equivalent (e.g. from another DOE Laboratories or Nuclear Weapons Complex).*	<b>COM100</b>	<input type="checkbox"/>
	<b>ES&amp;H Awareness</b> Required if contractor is on-site.*	<b>ESH100</b>	<input type="checkbox"/>
	<b>OUO Basics: Understanding Official Use Only</b> Required for all those who handle OUO information.	<b>OUO101</b>	<input type="checkbox"/>
	<b>Property Basics</b> Required for all SNL employees and Staff Augmentation Contractors	<b>PROP101</b>	<input type="checkbox"/>
	<b>Initial Security Briefing</b> Required if contractor has or will have a clearance	<b>SEC050</b>	<input type="checkbox"/>
	<b>Comprehensive Security Briefing</b> Required if contractor has a clearance	<b>SEC150</b>	<input type="checkbox"/>
	<b>Annual Security Refresher Briefing</b> Required if contractor has a clearance	<b>SEC100</b>	<input type="checkbox"/>
<p><b>*Note:</b> The Sandia Delegated Representative (SDR) may need to provide the material for initial training.</p>			

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<b>B. ES&amp;H Generic Training — Initial and Refresher Training</b>			
<b>Program/ Hazards</b>	<b>Title</b>	<b>Course Number **</b>	
<b>Confined Space</b>	Field Instrumentation Confined Spaces Generic	CNF103G	<input type="checkbox"/>
	Confined Space Safety and Instrumentation Generic	CNF104G	<input type="checkbox"/>
<b>Emergency Preparedness</b>	Hazardous Materials Technician Training Generic	EMG103G	<input type="checkbox"/>
<b>Environmental Protection</b>	OSHA Health & Safety Basic Training-General Worker Generic	ENV100G	<input type="checkbox"/>
	OSHA Health & Safety Basic Training-Occasional Worker Generic	ENV102G	<input type="checkbox"/>
	OSHA Health & Safety Training Refresher Generic	ENV103G	<input type="checkbox"/>
	OSHA Health & Safety Training Refresher-Supervisors Generic	ENV104G	<input type="checkbox"/>
	Management of Underground Storage Tanks Generic	ENV215G	<input type="checkbox"/>
<b>Ergonomics</b>	Healthy Back Generic	ERG114G	<input type="checkbox"/>
<b>Forklift Safety</b>	Safe Operation of Motorized Hand Trucks and Pallet Jacks Generic	FKL110G	<input type="checkbox"/>
	Forklift Operator and Hands-On Training Generic	FKL153G	<input type="checkbox"/>
	Forklift Operator Training Refresher Generic	FKL153RG	<input type="checkbox"/>
<b>Fall Prevention and Protection</b>	Fall Prevention and Protection Awareness Training Generic	FPP105G	<input type="checkbox"/>
	Fall Prevention and Protection Competent Person Training Generic	FPP110G	<input type="checkbox"/>

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<b>Hazards Communication</b>	Beryllium Awareness	BEA100G	<input type="checkbox"/>
	Employee Basic Hazcom Generic	HAZ101IG	<input type="checkbox"/>
	Solvents Generic	HAZ202G	<input type="checkbox"/>
	Corrosives Generic	HAZ208G	<input type="checkbox"/>
<b>Industrial Hygiene</b>	Fundamentals of Industrial Hygiene Generic	IH100G	<input type="checkbox"/>
<b>Laser Safety</b>	Introduction to Laser Safety Generic	LAS110IG	<input type="checkbox"/>
<b>Occupational Medicine</b>	First Aid Awareness Generic	MED101G	<input type="checkbox"/>
	Standard First Aid Generic	MED102G	<input type="checkbox"/>
	Cardiopulmonary Resuscitation (CPR) Training Generic	MED104G	<input type="checkbox"/>
	Standard First Aid Generic	MED108G	<input type="checkbox"/>
<b>Occupational Noise</b>	Occupational Noise Generic	NSE100G	<input type="checkbox"/>
<b>Packaging and Transportation</b>	Basic Hazardous Material Transportation Training Generic	PKX100G	<input type="checkbox"/>
	Basic Radioactive Materials Transportation Training Generic	PKX111G	<input type="checkbox"/>
	Basic Hazardous Waste Transportation Training Generic	PKX112G	<input type="checkbox"/>
	Basic Explosives Transportation Training Generic	PKX114G	<input type="checkbox"/>
	Basic Hazardous Material Drivers Training Generic	PKX115G	<input type="checkbox"/>

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<b>Respiratory Protection</b>	Air Purifying Respiratory Protection Generic	RSP215G	<input type="checkbox"/>
	Comprehensive Respiratory Protection Generic	RSP217G	<input type="checkbox"/>
	Respiratory Protection for Supervisors Generic	RSP230G	<input type="checkbox"/>
<b>Vehicle Safety</b>	Commercial Vehicle Driver Licensing Training Generic	VEH102G	<input type="checkbox"/>

**\*\* For Sandia use only. "G" at the end of the course number indicates ES&H generic training; training that is not Sandia-specific. Generic training is administered by the contracting company. Recorded completion of generic training is the counterpart of the Sandia-specific course, with a "G" suffix.**

List any other ES&H generic training if applicable.

**C. Non-ES&H Generic Training (Please complete if applicable.)**

**D. Sandia-Specific Training (ES&H or non-ES&H) (Please complete if applicable.)**

This training will be administered by Sandia.