

New Jersey Department of Environmental Protection WPS: **2016**

Train-The-Trainer (TTT) Approval Process & Criteria

All Train-The-Trainer (TTT) materials must preliminarily meet EPA Criteria and must have received EPA approval prior to seeking NJDEP approval. Only Certified Pesticide Applicators are qualified to train handlers. As of January 2, 2017, handlers are no longer qualified to train workers.

As of January 2, 2018, the following components will satisfy the minimum requirements for NJDEP Bureau of Pesticide Control approval for TTT Certificate. All TTT program materials shall be submitted to the Bureau of Pesticide Control via email, fax, or mail.

For more information on EPA Approval Process & Criteria for Train-The-Trainer programs visit: <https://www.epa.gov/sites/production/files/2016-07/documents/wps-train-the-trainer-programs-criteria-and-process.pdf>.

New Jersey Train- The-Trainer Recognition requires that you include the following as a part of a TTT program:

- ❖ All materials must satisfy the EPA established TTT Criteria. Once approval is received from the EPA, contact the NJDEP.
- ❖ The Trainer must demonstrate knowledge of relevant New Jersey Pesticide Laws and Regulations to the Department. (Example: New Jersey requires a farm map be displayed at the central bulletin board location, as well as requiring fact sheets in addition to SDS sheets.)
- ❖ Trainers shall submit a training roster of all workers and handlers trained to NJDEP within 30 days of training.
- ❖ NJDEP requires that trainers keep a roster for each worker and handler trained in NJ. Roster shall include the following information:
 - Full name of the worker / handler trained.
 - Date of the Training
 - Name of the Trainer
 - Worker / handler's native language
 - Trainer ID number.
 - Worker/ handler's Date of Birth
 - Place of the Agricultural Employment (if available)
- ❖ All rosters shall be kept for minimum of 5 years. All records are required to be provided immediately upon request by the Department.
- ❖ The Department may deny an application for recognition as a trainer; revoke recognition as a trainer; or suspend recognition as a trainer.

*This document is intended to summarize information regarding Train-The-Trainer Criteria and Approval process for New Jersey. Trainers must comply with both EPA and NJDEP requirements. For NJDEP requirements see: N.J.A.C 7:30-12.8(k)-(q). and 40 CFR 170.401(c)(3)(i)-(xxiii)) and/or handler training content (40 CFR 170.501(c)(3)(i) – (xiv)). In situations where these regulations differ, the more stringent regulation must be complied with.

TTT Criteria as established by the EPA:

Training content – The training materials shall provide instruction that covers the worker training content (40 CFR 170.401(c)(3)(i)-(xxiii)) and/or handler training content (40 CFR 170.501(c)(3)(i) – (xiv)).

- Training must be provided either orally from written materials or audio-visually.
- Training must be provided in a manner the worker or handler can understand. The following training administration requirements apply starting January 2, 2017:
- The training location must be reasonably free from distractions and be conducive to training.
- Training materials for workers or handlers must be approved by NJDEP.
- Training for workers may be conducted only by: NJDEP certified applicators, NJDEP or EPA designated trainers of applicators, handlers or workers, or persons who have completed a TTT program.
- Training for handlers may be conducted only by: Certified applicators, NJDEP or EPA-designated trainers of certified applicators or handlers, or persons who have completed a program.
- The TTT program used to qualify as a trainer of worker or handlers must be NJDEP approved.
- Training must be provided annually. Handlers or workers who have not been trained within the last 12 months must receive pesticide safety training.
- Workers must be trained before they enter an area that has been treated with a pesticide or where an REI has been in effect within the last 30 days. Handlers must be trained before they perform any handling task.
- A qualified trainer must be present during the training session to respond to any questions.
- Employers are responsible for maintaining records of worker and handler training. These records must be retained for 5 years and must include:
 - The trained handler's or worker's birth date
 - Date of the training.
 - Worker or handler employer's name.
 - The trained handler's or worker's printed name and signature. (*Signature is a new requirement- add to NJDEP required roster*)

*This document is intended to summarize information regarding Train-The-Trainer Criteria and Approval process for New Jersey. Trainers must comply with both EPA and NJDEP requirements. For NJDEP requirements see: N.J.A.C 7:30-12.8(k)-(q). and 40 CFR 170.401(c)(3)(i)-(xxiii)) and/or handler training content (40 CFR 170.501(c)(3)(i) – (xiv)). In situations where these regulations differ, the more stringent regulation must be complied with.

- Information identifying which EPA approved training materials were used. (Trainer's name and qualification to train (e.g., certified applicator license number, TTT course information). *(New requirement- submit EPA training material approval number to the NJDEP)*

*This document is intended to summarize information regarding Train-The-Trainer Criteria and Approval process for New Jersey. Trainers must comply with both EPA and NJDEP requirements. For NJDEP requirements see: N.J.A.C 7:30-12.8(k)-(q), and 40 CFR 170.401(c)(3)(i)-(xxiii)) and/or handler training content (40 CFR 170.501(c)(3)(i) – (xiv)). In situations where these regulations differ, the more stringent regulation must be complied with.