

HAZMAT TRAINING RECORD

49 CFR § 172.704(d) · One record per hazmat employee

1 Hazmat employee name

Full legal name, as it appears in your personnel file.

2 Most recent training completion date

The date training was completed — not the date it was assigned or the certificate printed. This date starts the three-year recurrent cycle.

MM / DD / YYYY

3 Description, copy or location of the training materials

Name the course and its version or code, and list the topics or modules covered — or state exactly where the materials are archived.

“Online hazmat course” is not a description.

4 Name and address of the person providing the training

A real, verifiable postal address. If trained in-house, your own company name and address.

5 Certification that the employee was trained and tested

The rule requires both. Record the assessment result to make the “tested” half concrete.

OPTIONAL — not required by 49 CFR 172.704(d)

Next recurrent training due

(three years after the completion date in field 2)

MM / DD / YYYY

RETENTION

49 CFR 172.704(d) requires the employer to create and retain this record for as long as the employee is employed as a hazmat employee, and for 90 days thereafter. The 90 days run from the end of employment, not from the training date.

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