



Directorate of Training and Education

Outreach Training Program



Disaster Site Worker Procedures

Revised January 1, 2019
Effective: April 1, 2019

[THIS PAGE INTENTIONALLY LEFT BLANK]

Table of Contents

Record of Changes	iv
I. Trainer Requirements.....	1
A. OSHA Outreach Training Program Requirements.....	1
B. OSHA Outreach Training Program – Disaster Site Worker Procedures.....	1
C. OSHA Outreach Training Program Investigation and Review Procedures	1
II. Disaster Site Worker Summary.....	1
A. Program Purpose	1
B. Voluntary Program.....	1
C. Disaster Site Procedures.....	1
III. Authorized OSHA Outreach Training Program Trainer Designation.....	1
A. OSHA Authorized Disaster Site Worker Outreach Trainer Eligibility.....	1
B. Update Requirement.....	2
C. Course Offerings	2
IV. Disaster Site Worker Requirements.	2
A. Training Materials	2
B. Respirator Training	2
C. Records.....	2
D. In-Person Training.....	2
E. Evaluation.....	2
F. Maximum Class Size.....	3
V. Disaster Site Worker Procedures.....	3
A. 15-Hour Disaster Site Worker – Designated Training Topics.	3
B. 7.5 Hour Disaster Site Worker – Designated Training Topics.....	5
C. Reporting Training Classes	6
VI. Disaster Site and Training Websites	6
Appendix A - Outreach Training Program Report – Disaster Site Worker	8

Record of Changes

The following summary lists the substantive changes made to this document. Additional minor content, grammatical, or typographical corrections are included in this document. All OSHA authorized Outreach trainers, Authorizing Training Organizations and other stakeholders must carefully review and adhere to OSHA Outreach Training Program requirements, procedures and related guidance.

Page	Section	Change
2	III.B.1-4	Deleted – there is no longer a grace period for trainers if their trainer card has expired.
2	III.B.5	Incorporated into III.B.

- I. Trainer Requirements.** Requirements for Disaster Site trainers authorized through the Occupational Safety and Health Administration (OSHA) Outreach Training Program are contained in the following two documents:
- A. OSHA Outreach Training Program Requirements.** This document covers the requirements for OSHA authorized trainers in all OSHA Outreach Training Programs.
 - B. OSHA Outreach Training Program – Disaster Site Worker Procedures.** This document contains specific industry requirements.
 - C. OSHA Outreach Training Program Investigation and Review Procedures.** These procedures are used by OSHA to process complaints or allegations of failure to comply with OSHA Outreach Training Program requirements. These procedures ensure program compliance and due process for resolving these issues.

II. Disaster Site Worker Summary

- A. Program Purpose.** The Occupational Safety and Health Administration (OSHA) Disaster Site Worker Outreach Training Program is intended to provide necessary training to workers who provide skilled support (e.g. utility, demolition, debris removal, or heavy equipment operation) or clean-up services in response to natural and man-made disasters. All workers at disaster sites need to be aware of the differences between disaster sites and regular construction or demolition worksites and be able to inspect, don, and doff air-purifying respirators. This training is also intended to raise awareness that pre-incident training is essential to ensure worker safety and health in response to disasters.
- B. Voluntary Program.** This training program is voluntary. It does not meet training requirements in any OSHA standard. While some jurisdictions, employers, and unions may require Disaster Site Worker OSHA Outreach Training Program training to work on job sites and to fulfill their safety training goals, OSHA considers the program voluntary. Workers must receive additional training on hazards specific to their job. To review OSHA’s training requirements see OSHA Publication #2254, *Training Requirements in OSHA Standards* (www.osha.gov/Publications/osha2254.pdf).
- C. Disaster Site Procedures.** These procedures provide instructions for Disaster Site Worker authorized Outreach trainers. The procedures are designed to ensure consistency of classes and that students receive the best possible training. The OSHA *Outreach Training Program Requirements* cover the requirements for all OSHA authorized trainers in every OSHA Outreach Training Program.

III. Authorized OSHA Outreach Training Program Trainer Designation

- A. OSHA Authorized Disaster Site Worker Outreach Trainer Eligibility.** To be eligible to become an authorized Outreach trainer, a person must, at a minimum, meet the following three prerequisites:
 - 1.** Be a current OSHA authorized Construction or General Industry Outreach trainer.
 - 2.** Have a minimum of three years’ experience as an occupational safety and health trainer.

3. One of the following:
 - a) Have completed a 40-hour (minimum) Hazardous Waste Operations and Emergency Response (HAZWOPER) training course within the past five (5) years, or the 8-hour HAZWOPER refresher within the past 12 months.
 - b) Possess journey-level credentials in a building trade union.

Experience cannot be substituted for the training prerequisite component. OSHA does not issue waivers for these prerequisites. After satisfying the prerequisites, a person must complete OSHA #5600 *Disaster Site Worker Trainer Course* to become an authorized trainer.

- B. **Update Requirement.** To remain current on relevant OSHA matters and ensure quality training, OSHA authorized Disaster Site Worker Outreach trainers are required to complete the OSHA #5602 *Update for Disaster Site Worker Trainer Course* every four years. The OSHA #5600 *Disaster Site Worker Trainer Course* may also be used to maintain a trainer's authorized status. If a trainer's authorization has expired, they will be unable to conduct OSHA Outreach Training Program classes and receive student course completion cards.
 - C. **Course Offerings.** The OSHA Outreach Training Program trainer courses are offered exclusively at the OTI Education Centers. Each OTI Education Center posts course offerings, schedule, and locations on their individual Web site. This information is also available on the OSHA Web page at <https://www.osha.gov/dte/edcenters/index.html>.
- IV. **Disaster Site Worker Requirements.** The following are additional requirements related to the Disaster Site Worker Outreach Training Program. They are an addendum to the requirements contained in Section V of the OSHA *Outreach Training Program Requirements*.
- A. **Training Materials.** To teach the OSHA *Disaster Site Worker Course*, OSHA recommends trainers use the lesson plans with reference materials and provide the student handouts which were distributed in the OSHA #5600 course.
 - B. **Respirator Training.** For the Respirator segment of the training, trainers will need the following:
 1. A half-face and full face piece negative pressure respirators and a Powered Air Purifying Respirator (PAPR);
 2. 5-6 respirators with defective elements;
 3. Complete selection of respirator filters and cartridges for demonstration; and
 4. One half-face piece negative pressure respirator, equipped with triple cartridges, for every two (2) participants.
 - C. **Records.** In addition to the records retention requirements in Section V.P., of the OSHA *Outreach Training Program Requirements*, class files must include student "Theme Worksheets", final exercises, and performance checklists and scores for inspecting, donning, and doffing half-face air-purifying respirators.
 - D. **In-Person Training.** OSHA *Disaster Site Worker Course* must be delivered in-person. Exceptions are not permitted and training may not be conducted online.
 - E. **Evaluation.** Conduct the respirator exercise and complete the individual performance checklists and scores. Discuss the students' notes made to complete their "Theme

Worksheet” at the end of the course as a summary exercise and to relate the new information to their job. Students must participate in a final exercise that evaluates their ability to identify potential safety and health hazards at disaster sites, state types of personal protective equipment (PPE) that might be needed, consider personal hygiene and decontamination issues that would need to be addressed, and list their personal responsibilities for their own safety and health.

- F. **Maximum Class Size.** Limiting class size is an important issue in this training because of the trainer responsibilities in the respiratory protection segment of the course. In this segment, only two students are allowed per respirator, and the trainer has to score each trainee on inspecting, donning, and doffing of half-face air-purifying respirators. For the respirator performance test, it is recommended that the student-to-trainer ratio not exceed 10 to 1. If the ratio does exceed 10 to 1, trainers will need qualified assistance for that portion of the course. Small classes encourage trainee involvement through discussion and participation and through sharing of knowledge and experiences.
- V. **Disaster Site Worker Procedures.** This section contains information on the procedures for conducting disaster site OSHA Outreach Training Program classes. Trainers are responsible for understanding and complying with these procedures when planning and conducting their disaster site OSHA Outreach Training Program classes. Student course completion cards in the disaster site worker OSHA Outreach Training Program do not expire. Please note that expiration dates may be imposed by other entities but are not an OSHA requirement.
 - A. **15-Hour Disaster Site Worker – Designated Training Topics.**
 - 1. Completion of the 10- or 30-hour OSHA Construction or General Industry OSHA Outreach Training Program class is a prerequisite to attending this class because OSHA’s 15-hour *Disaster Site Worker* course does not cover in detail the safety and health hazards that occur on a daily basis on a normal work site.
 - 2. The goal of OSHA’s 15-hour *Disaster Site Worker Course* is to provide disaster site workers awareness of the safety and health hazards they may encounter as the importance of respiratory and other personal protective equipment (PPE), and proper decontamination procedures that may be used to mitigate the hazards. Participants will support the use of an Incident Command System (ICS) through the safe performance of their job responsibilities. They’ll be able to show awareness of effects of traumatic incident stress that can result from working conditions and measures to reduce this stress. Of primary importance is the participant’s ability to perform the following specific tasks correctly:
 - a) inspection of an air-purifying respirator;
 - b) donning and doffing an air-purifying respirator; and
 - c) respirator user seal check.

3. The intended audiences for this course are disaster site workers who provide skilled support services or site clean-up services in response to a disaster. Most of these audiences are members of the construction trades; therefore this is the focus of the curriculum.
4. OSHA recognizes that other skilled support personnel, such as utility workers and public works employees, may not have a construction background. Trainers for the Disaster Site Worker Course will need to assess their audience and modify the course materials as appropriate to provide visual materials, examples, scenarios, case studies and lessons learned from actual events that will engage these workers and facilitate accomplishing the overall course goal.
5. With the exception of the lesson on CBRNE (chemical, biological, radiological, nuclear, and explosives) agents, the curriculum for this course applies equally to natural and man-made disasters. If this course is given to workers who are expected to respond primarily to natural disasters, trainers should supply additional material relevant to the specific type of disaster that is anticipated. In all cases, the objectives listed in the manual for each lesson must be met.
6. This course emphasizes knowledge, precautions and personal protection essential to maintaining a worker's personal safety and health at a disaster site. Workers will perform an inspection of an appropriate air-purifying respirator, don the respirator and perform a user seal check, and doff the respirator. This training provides students an opportunity to practice their new knowledge, skills and attitudes through discussion, planned exercises, demonstrations and presentations.
7. Trainers must cover all of the following disaster site worker topics. OSHA has provided the typical length of each topic necessary to fulfill the objectives of the 15-hour *Disaster Site Worker Course*. Although time spent in each topic may vary from OSHA's recommended length, the total course time must be at least 15 hours. Participants will complete a "Theme Worksheet" throughout the course as reinforcement of the learning. A discussion of notes made to complete the "Theme Worksheet" will be facilitated at the end of the course to enhance the retention and transfer of their new knowledge back on the job. The course will conclude with a final assessment in the form of an exercise that will measure the participants' mastery of all of the course objectives.
8. Training should emphasize hazard identification, avoidance, control and prevention, not OSHA standards. The topic requirements are as follows:
 - a) Introduction/Overview (1.25 hours)
 - b) Incident Command System/Unified Command Systems (0.75 hour)
 - c) Safety Hazards (2.5 hours)
 - d) Health Hazards (2.0 hours)
 - e) CBRNE (chemical, biological, radiological, nuclear, and explosives) Agents (1.0 hour)
 - f) Traumatic Incident Stress Awareness (0.50 hour)
 - g) Respiratory Protection (3.5 hours)

- h) Other Personal Protective Equipment (1.25 hours)
- i) Decontamination (1.5 hours)
- j) Final Exercise (0.75 hour)

B. 7.5 Hour Disaster Site Worker – Designated Training Topics

1. Completion of the 10- or 30-hour OSHA Construction or General Industry Outreach Training Program class is a prerequisite to attending this class because OSHA's 7.5-hour *Disaster Site Worker Course* does not cover in detail the safety and health hazards that occur on a daily basis on a normal work site.
2. The goal of OSHA's 7.5- hour *Disaster Site Worker Course* is a shortened version to the 15-hour *Disaster Site Worker Course* that provides disaster site workers awareness of the safety and health hazards they may encounter; the importance of respiratory and other personal protective equipment (PPE); and decontamination procedures that may be used to mitigate the hazards. Participants will support the use of an Incident Command System (ICS) through the safe performance of their job responsibilities. They'll be able to show awareness of effects of traumatic incident stress that can result from working conditions and measures to reduce this stress. Of primary importance is the participant's ability to perform the following specific tasks correctly:
 - a) inspection of an air-purifying respirator;
 - b) donning and doffing an air-purifying respirator; and
 - c) respirator user seal check.
3. The intended audiences for this course are disaster site workers who provide support services or site clean-up services in response to a disaster. These audiences are not necessarily members of the construction trades, but may be from volunteer community and State organizations, utility workers and public works employees who may not have a construction background.
4. Trainers for the 7.5 hour *Disaster Site Worker Course* will need to assess their audience and modify the course materials as appropriate to provide visual materials, examples, scenarios, case studies and lessons learned from actual events that will engage these workers and facilitate accomplishing the overall course goal.
5. With the exception of the lesson on CBRNE (chemical, biological, radiological, nuclear, and explosives) agents, the curriculum for this course applies equally to natural and man-made disasters. If this course is given to workers and volunteers who are expected to respond primarily to natural disasters, trainers should supply additional material relevant to the specific type of disaster that is anticipated. In all cases, the objectives listed in the manual for each lesson must be met.

6. Trainers must cover all of the following disaster site worker topics. OSHA has provided the typical length of each topic necessary to fulfill the objectives of 7.5-hour *Disaster Site Worker Course*. Although time spent in each topic may vary from OSHA's recommended length, the total course time must be at least 7.5 hours. The course will conclude with a final assessment in the form of an exercise that will measure the participants' mastery of all of the course objectives.
7. Training should emphasize hazard identification, avoidance, control and prevention, not OSHA standards. The topic requirements are as follows:
 - a) Introduction – Characteristics of a disaster site and worker responsibilities (1.0 hour)
 - b) Safety Hazards and CBRNE (chemical, biological, radiological, nuclear, and explosives) Agents (1.0 hour)
 - c) Health hazards and Traumatic Incident Stress Awareness (1.0 hour)
 - d) Personal Protective Equipment and Respirator Activity (2.0 hours)
 - e) Decontamination (1.0 hour)
 - f) Incident Command System (1.0 hour)
 - g) Final Exercise (0.5 hour)

1. Outreach Training Program Report – Disaster Site Worker (*See Appendix*). Instructions for completing the Outreach Training Program Report – Disaster Site Worker are included on the form.

2. Outreach Training Program Requirements. See the OSHA Outreach Training Program Requirements, Section VII., How to Obtain Student Course Completion Cards, for information on documenting training to receive student course completion cards.

- VI. Disaster Site and Training Websites.** The following sites are referenced to help trainers prepare and conduct outreach training classes:
- A. **OSHA Safety and Health Guides.** For an overview of worker hazards related to various emergencies - www.osha.gov/SLTC/emergencypreparedness/guides/index.html
 - B. **OSHA's Hazardous Waste Page** - www.osha.gov/SLTC/hazardouswaste/index.html
 - C. **OSHA's Emergency Preparedness and Response** - www.osha.gov/SLTC/emergencypreparedness/index.html
 - D. **OSHA's Incident Command System e-tool** - www.osha.gov/SLTC/etools/ics/index.html
 - E. **Centers for Disease Control – Emergency Preparedness and Response** - www.bt.cdc.gov
 - F. **Department of Homeland Security** - www.dhs.gov/dhspublic/
 - G. **Federal Emergency Management Agency (FEMA) Training Resources** - <http://training.fema.gov>
 - H. **NIH National Institute of Environmental Health Sciences National Clearinghouse for Worker Safety and Health Training** <http://tools.niehs.nih.gov/wetp/index.cfm>

- I. **OSHA Publications.** OSHA has many helpful publications, forms, posters, and fact sheets. See www.osha.gov/pls/publications/pubindex.list. Publications are available in HTML and PDF formats. Publications may also be available from the nearest OSHA Area or Regional Office.
- J. **OSHA Quick Cards.** Students will benefit from these cards, many of which are available in both English and Spanish. These are straightforward reference materials which focus on specific safety and health topics. See <https://www.osha.gov/pls/publications/publication.athruz?pType=Types&pID=6>.

Appendix A - Outreach Training Program Report – Disaster Site Worker



OUTREACH TRAINING PROGRAM REPORT DISASTER SITE WORKER

Read instructions before completing this form.

Submit completed forms to:

1. Trainer Name		2. ID Number		3. Most Recent Trainer Course		4. Expiration Date / /	
5. Authorizing Training Organization							
6. Trainer Address							
Company _____							
Address _____							

City		State		ZIP			
Phone No. ()		Email					
7. Course Conducted		8. Course Emphasis (check all that apply)				9. Number of Students	
<input type="checkbox"/> 7.5 hour <input type="checkbox"/> 15-hour		<input type="checkbox"/> Spanish <input type="checkbox"/> Youth (age 18 or less) <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Language other than English or Spanish (specify): _____ <input type="checkbox"/> OSHA Alliance or Partnership (specify): _____					
10. Training Site Address							
Street Address				City		State	Country
11. Type of Training Site							
<input type="checkbox"/> Workplace <input type="checkbox"/> School <input type="checkbox"/> Office <input type="checkbox"/> Hotel <input type="checkbox"/> Union <input type="checkbox"/> Employer Association <input type="checkbox"/> Other (specify): _____							
12. Course Duration							
Start Time:		End Time:		Start Time:		End Time:	
Course Date:		Course Date:		Course Date:		Course Date:	
13. Sponsoring Organization							
<input type="checkbox"/> Safety & Health		<input type="checkbox"/> Employer		<input type="checkbox"/> Labor/Union		<input type="checkbox"/> Employer Association	
<input type="checkbox"/> Education		<input type="checkbox"/> Community		<input type="checkbox"/> N/A		<input type="checkbox"/> Other (specify): _____	

14. Statement of Certification

I certify that I have conducted this Outreach Training Program class in accordance with the OSHA Outreach Training Program Requirements and Procedures. I have maintained the training records as stated in the Requirements and I will provide these records to the OSHA Directorate of Training and Education (or its designee) upon request. I understand that I will be subject to immediate dismissal from the OSHA Outreach Training Program if information provided herein is not true and correct. I further understand that providing false information herein may subject me to civil and criminal penalties under Federal law, including 18 U.S.C. 1001 and section 17(g) of the Occupational Safety and Health Act, which provides criminal penalties for making false statements or representations in any document filed pursuant to that Act. I hereby attest that all provided is true and correct.

Trainer Signature: _____ Date: _____

If submitting this form by electronic means, by checking the box to the left or affixing signature, I attest that all information provided in this submission is true and accurate.

Privacy Act Statement and Paperwork Reduction Act Statement

The Privacy Act of 1974 as amended (5 U.S.C. 552a), section 901 of Title 30 to the US Code and 20 CFR 725.504 - 513 authorize collection of this information. The purpose of this information is to determine whether the trainer is authorized and whether the training was properly completed. Completion of this form is not mandatory, however, this information is required to obtain OSHA student course completion cards. Additional disclosures of this information are not required.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain OSHA student course completion cards as stated in OSHA's Outreach Training Program Requirements and Industry-Specific Procedures. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Occupational Safety and Health Administration, Directorate of Standards and Guidance, 200 Constitution Avenue, NW, Room N3718, Washington, DC 20210 and reference the OMB Control Number. Note: Please do not return the completed OSHA Form 4-50.4 to this address.



OUTREACH TRAINING PROGRAM REPORT DISASTER SITE WORKER

15. Topic Outline

15-Hour Topics	
*Indicate the amount of time spent on each topic in the class.	
REQUIRED	
Hours *	
_____	Introduction/Overview
_____	Incident Command System/Unified Command System
_____	Safety Hazards
_____	Health Hazards
_____	CBRNE Agents
_____	Traumatic Incident Stress Awareness
_____	Respiratory Protection
_____	Other Personal Protective Equipment
_____	Decontamination
_____	Final Exercise
TOTAL HOURS	

7.5-Hour Topics	
*Indicate the amount of time spent on each topic in the class.	
REQUIRED	
Hours *	
_____	Introduction
_____	Safety Hazards and CBRNE Agents
_____	Health Hazards and Traumatic Incident Stress Awareness
_____	Personal Protective Equipment and Respirator Activity
_____	Decontamination
_____	Incident Command System
_____	Final Exercise
TOTAL HOURS	

16. Student Names

(Names must be legible)	
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____
8.	_____
9.	_____
10.	_____
11.	_____
12.	_____
13.	_____
14.	_____
15.	_____
16.	_____
17.	_____
18.	_____
19.	_____
20.	_____
21.	_____
22.	_____
23.	_____
24.	_____
25.	_____
26.	_____
27.	_____
28.	_____
29.	_____
30.	_____
31.	_____
32.	_____
33.	_____
34.	_____
35.	_____
36.	_____
37.	_____
38.	_____
39.	_____
40.	_____



OUTREACH TRAINING PROGRAM REPORT

Instructions for Outreach Training Program Trainer

The Occupational Safety and Health Administration (OSHA) Outreach Training Program is a voluntary orientation training program aimed at workers. It provides workers with information about OSHA and an overview of job hazards. Trainers authorized through the OSHA Outreach Training Program must conduct Outreach Training Program classes in accordance with the current *Outreach Training Program Requirements* and *Industry-Specific Procedures* issued by the Directorate of Training and Education (DTE). The *Outreach Training Program Requirements* and *Industry-Specific Procedures* can be found online at the OSHA.gov Web site under Training, OSHA Outreach Training Program.

- Item 1** **Trainer Name**
List the trainer's full name. When completing student course completion cards, print or type the trainer's name on each card. Names must be legible.
- Item 2** **ID Number**
This applies only to trainers who have already received student cards. New trainers do not have an ID number. ID numbers are issued to trainers after their initial course is documented. If this is the trainer's first class, or if the trainer has an updated trainer status, include a copy of the trainer card.
- Item 3** **Most Recent Trainer Course**
Indicate the most recent applicable course number you have completed.
- Item 4** **Expiration Date**
Enter the trainer authorization expiration date as listed on the bottom right of the Authorized Outreach Training Program Trainer card.
- Item 5** **Authorizing Training Organization**
The trainer's Authorizing Training Organization (ATO) is the OSHA Training Institute (OTI) or the OTI Education Center that conducted the trainer's most recent trainer or update course. List the name of the Authorizing Training Organization.
- Item 6** **Trainer Address**
Provide an address where to send the cards. The cards must be sent directly to the trainer.
- Item 7** **Course Conducted**
Place an "x" in the appropriate box. A separate report must be completed for each course completed.
- Item 8** **Course Emphasis (check all that apply)**
Place an "x" next to all the information that applies to the majority of this course. If the course included a special emphasis such as Cal/OSHA, ET&D, etc., place an "x" next to "Other" and denote the specific area of emphasis on the line below "Other."
- Item 9** **Number of Students**
Indicate the number of students who completed the course. Note: If the trainer held a class that contained more or fewer students than allowed by OSHA policy, include a copy of the prior approval received from the trainer's ATO.
- Item 10** **Training Site Address**
Provide the address, city, state, and country where the course was conducted.
- Item 11** **Type of Training Site**
Place an "x" next to the type of site where the training was held. If none of the choices apply, specify the type of training site.
- Item 12** **Course Duration**
Enter the date, start time, and end time of each day the course was conducted. Trainers must attach supplemental sheets with the additional course dates, start times, and end times if further space is needed.
- Item 13** **Sponsoring Organization**
Place an "x" in the box to indicate the sponsor of the training, if applicable. If the trainer had a sponsoring organization, but that category is not listed, check "Other" and specify the type of sponsoring organization.
- Item 14** **Statement of Certification**
The authorized trainer must sign the statement of certification to verify that the class was conducted in accordance with the OSHA *Outreach Training Program Requirements* and *Procedures* and attest to the accuracy of the documentation submitted. If requesting cards electronically, the trainer must place an "x" in the box or affix a signature.
- Item 15** **Topic Outline**
Complete the topic outline. The trainer must complete this part of the form.
- Item 16** **Student Names**
List the first and last name of each student who completed the entire course. Ensure the names are legible. The course records must include sign-in sheets for each day, student contact information, topic outline, a copy of the distributed student course completion cards, and a list of guest trainers if applicable.

