**Boulder County Hazardous Materials Team**

Training Schedule

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| Guideline Number | 1006 |
| Approved By | BOD |
| Date | October 2, 2017 |

**Scope:** This guideline applies to all members of the Boulder County Hazardous Materials Team

**Purpose:** To outline the scheduling of trainings for the Boulder County Hazardous Materials Team

**Guideline:**

* As outlined in the BCHMT Bylaws, the training committee shall organize and conduct trainings monthly, for a total of 10 trainings per year.
* Trainings will be held on the first Thursday of each month.
* If the first Thursday of a given month falls on a recognized holiday, the training will default to the following Thursday of that particular month.
* At times, the trainings may need to be scheduled on alternate days in order to accommodate schedules of member agencies and the needs of the training committee. In the event that this occurs, the training officer shall notify the BCHMT team lead of the change in schedule and members will be notified of the change in date/time as far in advance as feasible.
* Training sites and locations will vary each month based on the needs of the given training.
* Rotating training sites and training calendars will be overseen by the members of the Training Committee and approved by the Training Officer.
* From time-to-time, outside agency trainings may be held in place of BCHMT monthly trainings and shall count toward the consideration of the monthly trainings
* Cancellation of a monthly training may be done for reasons approved by the Training Officer or the Team lead (i.e. Budget Shortfall, System needs, extenuating circumstance, etc.).