

METRC Policy & Procedure Manual

Title: Template PPM Training Log for MCC Personnel

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General Description & Purpose: This document serves as the template Policy & Procedure Training Log for MCC Personnel. All MCC personnel will have their own personalized training logs which will be maintained in a central repository (binder).

METRC Policy & Procedure Manual Training Log

Personnel Name:

METRC Start Date:

METRC End Date:

Instructions:

- Consult the METRC Policy & Procedure Manual Table of Contents and Index to determine which documents within the PPM compendium are applicable to you within your role at the METRC Coordinating Center.
- Upon reading and/or receiving training on each applicable document, enter (in writing) the Document ID and version date into the table below. You should also enter the method in which you received training, e.g., staff meeting, small group meeting, individual reading, etc. Finally, note in the appropriate column your initials and the date that you read the document and/or received the training. Your initials and date are your certification of meeting the training requirement. If you have any questions or concerns, you should seek clarification prior to initialing and dating.
- A member of the Executive Management Team must date and initial in the final column to verify that s/he is in agreement that the training requirement has been appropriately met. His or her initials and date will serve as this verification.
- As documents are revised or newly made available in the PPM, you will be notified so that you can read and receive training as necessary based on your role within the METRC Coordinating Center.
- If your role within the MCC changes over time, it is your responsibility to consult the PPM Index to determine if there are any new or additional applicable documents which are required for your new role.

