**Section 371.162 Staffing and Training**

This element of the PO must assure that supervisory, operational, maintenance, laboratory and administrative personnel are hired and trained in a timely manner. Reference must be made to the chapter on personnel in the O&M Manual.

a) List all of the positions and respective job titles of staff necessary to assure proper operation and maintenance of the facility. This list must correspond with the staffing requirements stated in the chapter on personnel in the O&M Manual.

b) List the names of all personnel currently employed and the job position each is to fill.

c) State sources of personnel which will be used to fill the remaining vacancies such as outside hiring, internal transfers, etc.

d) Provide a timetable for hiring personnel to fill the remaining vacancies. The Chief Operator should be hired by the time 50% of the facility construction has been completed.

e) Explain the problems in filling the position if the Chief Operator is not hired by the time 50% of the facility construction has been completed. The grantee must also include a plan for overcoming these problems and a revised timetable for hiring a qualified person for Chief Operator.

f) Discuss special operator training that may be necessary for new equipment or laboratory procedures. Personnel responsible for training the facility staff must be identified by name and title.