

**West Virginia Accreditation Standards
For
Clandestine Drug Laboratory Remediation Training**

West Virginia Bureau for Public Health
Office of Environmental Health Services
Radiation, Toxics and Indoor Air Division
Certification & Licensing Program
350 Capitol Street, Room 313
Charleston, WV 25301-1798

May 2008

I. Introduction

This document is to provide accreditation standards for training providers to be in compliance with West Virginia Public Health Code Chapter 64, Article 92, Clandestine Drug Laboratory Remediation Rule. These 2008 standards are the first documents provided by the Radiation, Toxics, and Indoor Air Division, Office of Environmental Health Services, Bureau for Public Health, related to Clandestine Drug Laboratory Remediation Training.

II. Application Procedures for Training Course Approval

Using the application form found in Appendix A, the training provider will submit the completed form, fee and training course manuals to:

Office of Environmental Health Services
Radiation, Toxics and Indoor Air Division
Certification & Licensing Program
350 Capitol Street, Room 313
Charleston, WV 25301-1798

III. Changes to an Accredited Training Course

Accredited training providers must submit written notification to the Division of changes in course curriculum, instructors, etc., at least five working days prior to conducting the course.

IV. Annual Reaccreditation

All approved training providers seeking annual reaccreditation of their training courses should submit the form found in Appendix A, and include a statement in the additional comments section of the form stating that they are applying for reaccreditation prior to the expiration date of the course or courses. An accreditation expires one year from the last day of the month in which it was issued.

V. Notice and Cancellation of a Scheduled Training Course

It is the responsibility of the training provider to notify this Division of all scheduled training courses conducted in the State using the form found in Appendix B. This notice of training may be accomplished on a monthly basis, but must be done at least fifteen working days before the training course is offered. Training providers conducting training out of State may notify this Division so that this information is available for public inquiry.

Cancellation of a scheduled training course should be made to this Division at least five working days prior to the course start date. Training providers will allow Division personnel to attend, evaluate, and monitor courses at no cost. Prior notice of attendance by Division personnel may or may not be given.

VI. Suspension of Training Course Approval

- A. Violations of Code of West Virginia 64 CSR 92 Section 10 will result in a letter of warning to be placed in the Clandestine Drug Laboratory Remediation Course training provider's administrative file for two years. At the end of two years the warning letter will be removed. Should the specific violation mentioned in the warning letter occur within the two year period the training provider can expect the following actions:
1. Loss of West Virginia accreditation status for the course for six months.
 2. The instructor's West Virginia approval privilege revoked for a period of six months.
- B. Approved Clandestine Drug Laboratory Remediation training courses are automatically suspended upon expiration of the training certificate issued by the Division. Approval for a training course may be suspended for the following reasons:
1. Misrepresentation of the extent of a Clandestine Drug Laboratory Remediation training course's approval, contents or student population.
 2. Failure to submit required information or notifications in a timely manner.
 3. Failure to maintain requisite records.
 4. Falsification of accreditation records, instructor qualifications, or other accreditation-related information or documentation.
 5. Failure to comply with training standards and applicable federal and state regulations.
 6. False or misleading statements made during application for accreditation or reaccreditation which is relied upon in approving the application.
- C. Upon suspension, all certificates issued for the course in question are null and void for certification and licensure in West Virginia.

VII. Training Accreditation Fees

In accordance with WV 64 CSR 92A, "Fee Schedule" the following fees will be submitted for Clandestine Drug Lab Remediation Training course approval:

Initial Accreditation Fee
\$1,000.00

Annual Reaccreditation Fee
\$500.00

Checks or money orders should be made payable to "West Virginia Bureau for Public Health".

VIII. Instructor Qualifications

Instructors should display adequate knowledge and experience in the field of Clandestine Drug Laboratory Remediation. Final determination of an instructor's qualifications will be made by the Certification and Licensing Program Manager, and should be based upon the instructor's experience, education and knowledge.

IX. Training Course Requirements

A. General

1. It is recommended that the course be taught by at least two (2) instructors. The use of video instruction is encouraged.
2. An adequate classroom will be provided for students. Adequate space will be provided to ensure that students can comfortably take notes and conduct hands-on training.
3. Smoking is prohibited during classroom instruction and hands-on training.
4. All training course participants shall be provided with a manual of course materials.
5. A numbered certificate will be issued to students who successfully complete a training course.

The certificate should indicate:

- a. The name of the person being certified
 - b. A statement indicating that the person is certified as a clandestine drug laboratory remediation technician
 - c. The name of the training provider business
 - d. The dates of the training course
 - e. The issue date of the certificate
 - f. The expiration date of the certificate. All certificates expire three years from the date of issue
 - g. The typed name and signature of the course instructors.
6. After completion of the course the training provider will forward a list of class participants to the Certification and Licensing Program, within thirty (30) working days.
 7. The training provider will keep a daily sign-in sheet of all students showing morning/afternoon and/or evening sessions.
 8. Training providers conducting evening classes will not exceed four (4) training hours each evening. All periods of course instruction will be completed within a two (2) week period.
 9. One training hour means at least fifty (50) minutes of actual classroom learning, including but not limited to lecture, learning activities, small group activities, demonstrations, evaluations, and/or hands-on experience. One day instruction will be equal to eight (8) training hours and will not exceed eight (8) hours.

10. The training provider will keep records for a period of five (5) years:
 - a. Documenting approved training course material
 - b. Demonstrating instruction qualifications
 - c. Documenting examinations
 - d. Documenting accreditation certificates
11. Examinations will be closed book. Test security and monitoring during the examination are required.
12. Each training course must be specific for Clandestine Drug Laboratory Remediation and not combined with training for any other discipline.
13. If a class participant fails an examination, then the training provider will instruct the participant in the area of deficiency and re-administer the test.
14. The training provider shall allow auditing of training courses by agency officials.
15. Training providers shall verify that each training class participant has successfully completed an initial training course within the three previous years or has completed a refresher training course in the previous three years and has had no lapse in certification since completing the initial training course.

B. Clandestine Drug Laboratory Remediation Initial Training Course - Technician

Two (2) day course

Sixteen (16) hours training

Examination: 50 questions - 80% passing score

Topics:

1. Clandestine drug manufacturing methods
2. The health effects and routes of chemical exposure
3. Recognition of safety hazards
4. Review of applicable OSHA requirements including:
 - a. The Hazard Communication Program
 - b. Blood borne pathogens
 - c. Personal protective equipment
 - d. Confined space entry
5. Sample collection and sampling protocol
6. Hazardous and non-hazardous waste disposal
7. Preliminary remediation plan preparation
8. Final remediation report preparation
9. Items requiring disposal
10. Cleaning procedures for hard surfaces
11. Prevention of mold growth during and following remediation
12. Review of West Virginia Clandestine Drug Laboratory Remediation Rule, 64 CSR 92
13. Review of West Virginia Asbestos Abatement Licensing Rule, 64 CSR 63
14. Evaluation of heating, venting and air conditioning systems

15. Legal liabilities
16. Types of insurance

C. Clandestine Drug Laboratory Remediation Refresher Training Course

One-half (1/2) day course

Four (4) hours

Examination: 50 questions - 80% passing score

Topics:

1. An overview of the initial training course curriculum
2. A review of any recent changes in clandestine drug manufacturing procedures and remediation technology
3. A review of any recent changes in state and federal regulatory requirements
4. Training providers shall verify that each training class participant has successfully completed an initial training course within the three previous years or has completed a refresher training course in the previous three years and has had no lapse in certification since completing the initial training course.

Appendix

A

**Clandestine Drug Laboratory Remediation Training Provider Application
For West Virginia Accreditation**

WEST VIRGINIA BUREAU FOR PUBLIC HEALTH
Office of Environmental Health Services
Radiation, Toxics and Indoor Air Division
Clandestine Drug Laboratory Remediation Program
350 Capitol Street – Room 313
Charleston, WV 25301
Telephone (304) 558-2981 Fax (304) 558-0524

Type or print legibly in blue ink.

A. General Information

Provider Name _____ Date _____
Address _____
City _____ State _____ Zip _____
Telephone _____ Fax _____
Contact Person _____ Title _____

Initial Accreditation Fee: \$1,000.00 Annual Re-accreditation Fee: \$500.00

Please attach a check or money order payable in the amount listed above to the **WV Bureau for Public Health**. Tax is not applicable. We can not accept cash or credit cards. (Application without a fee cannot be processed)

B. Instructor Information (Attach a separate sheet of paper for qualifications if needed)

Name(s) _____ Qualifications _____

C. Attachments (Please indicate the items being submitted for review)

D. Health Department Use Only

App. No. _____
Approved By _____ Date _____
Denied By _____ Date _____
Issue Date _____
Mailed To _____

Fee:

Paid By _____
Amount Paid _____
Check Number _____
Date of Check _____
Date _____

Appendix B

