

Hazmat Employee Training Record

\$172.704(d)-compliant template for hazmat employers

49 CFR \$172.704(d) · Retain for duration of service as a hazmat employee plus 90 days

Why this template matters. Per 49 CFR \$172.704(d), the hazmat employer, not the training provider, is the legally responsible records custodian for hazmat employee training. The record must include the employee’s name, the most-recent training completion date, a description of the training and category, the trainer’s name, and a certification that the record is accurate. This template captures all five elements in one page. Use one record per employee, updated whenever any training category is renewed.

Section A. Employee identification

Full legal name

Employee ID / payroll #

Position / job title

Hire date

First date as a hazmat employee

Hazmat functions performed (per \$171.8 definition)

Section B. Hazmat employer of record

Employer legal name

USDOT number

Principal place of business

Records custodian (name and title)

Custodian contact

Section C. Training completion log

Record each training category completion. New-hire training must be completed within 90 days of starting hazmat duties per \$172.704(c)(1). Recurrent training must be completed at least once every three years per \$172.704(c)(2).

Training category	Applies when	Completion date	Next due	Trainer / course version
General	All hazmat			

Training category	Applies when	Completion date	Next due	Trainer / course version
Awareness §172.704(a)(1)	employees			
Function-Specific §172.704(a)(2)	Per role; specific to functions performed			
Safety §172.704(a)(3)	All except §172.704(e)(1) packaging-only carve-out			
Security Awareness §172.704(a)(4)	All except §172.704(e)(1) packaging-only carve-out			
In-Depth Security §172.704(a)(5)	Only if company subject to §172.800			
Driver Training §177.816(a)	Hazmat-employee drivers			
Cargo-Tank §177.816(b)	Drivers of cargo tanks ≥1,000 gal			

Section D. Description of training (per §172.704(d)(4))

Brief written description of the materials used and the training program. For online instructor-led video courses, name the provider, the course title, the version number, the runtime, and the assessment passed.

Section E. Employer certification

Certification statement.

I certify that the hazmat employee named in Section A has been trained and tested in the categories indicated in Section C in accordance with 49 CFR §172.704, that the description in Section D accurately reflects the training delivered, and that the testing requirement of 49 CFR §172.702(d) has been satisfied for each completed category. This record is retained for the duration of the employee's service as a hazmat employee plus 90 days after termination, per §172.704(d).

Certifying officer name and title

Signature

Date signed

Disclaimer. *This document is provided as a compliance aid for customers of DotMotusCompliance Inc. It is not legal advice and does not certify compliance with any federal, state, or local regulation. The hazmat employer or motor carrier is the legally responsible party for compliance and recordkeeping. Always verify the current text of any cited regulation against the eCFR before relying on it. Per §172.704(d), this record must be available for inspection by an authorized representative of the U.S. Department of Transportation. Maintain copies of underlying course certificates with this record.*

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