

INSTITUTE of HAZARDOUS MATERIALS MANAGEMENT **SPECIFICATION BLUEPRINT**

Certified Hazardous Materials Manager (CHMM)

Specification Blueprint for the Certified Hazardous Materials Manager

Effective 1 July 2013

A Certified Hazardous Materials Manager (CHMM) is a professional who manages hazardous materials and waste for the purpose of protecting public health and safety and the environment, and provides proper controls for material handling, transportation, and security through applicable scientific and engineering technologies, best management practices, resource management, and regulatory compliance.

The CHMM examination is a testing instrument designed to evaluate candidates seeking professional certification in the field of hazardous materials management. This Specification Blueprint is intended to offer guidance to candidates by outlining reasonably expected duties and tasks based on surveys of what hazardous materials managers do in practice. The Blueprint below describes the subject matter covered by the examination. All test items will be drawn from among the duty areas of the Specification Blueprint.

This Specification Blueprint lists below each duty area with tasks given under each duty. A percentage label accompanies each duty area in this Specification Blueprint. This percentage represents the proportion of the actual CHMM examination devoted to that duty area. Tasks provide reference for activities conducted under each duty area.

Specification Blueprint for the CHMM Examination

DUTY AREAS	% OF EXAM	TASKS
Planning for Materials with Hazards	7.9 percent	Determine material hazards, Conduct pollution prevention opportunity assessment (PPOA), Analyze operations, Develop permits, Develop program plans, Develop SOPs
Shipping and Transporting Materials with Hazards	7.6 percent	Ensure proper packaging, Ensure proper labeling, Ensure proper marking, Prepare shipping documents, Ensure proper placarding of vehicles, Track shipments of materials with hazards
Storing Materials with Hazards	8.5 percent	Determine storage location requirements, Manage inventory, Determine storage container, Determine proper container labeling, Determine proper signage, Control access to materials with hazards, Ensure storage meets requirements
Facility Operations Involving Materials with Hazards	8.2 percent	Determine engineering controls, Determine administrative controls, Determine PPE for materials with hazards, Implement Hazard Communication, Ensure process testing of materials with hazards is conducted, Ensure health, safety, and security standards are met for operations involving materials with hazards

Specification Blueprint for the CHMM Examination (continued)

DUTY AREAS	% OF EXAM	TASKS
Disposition of Materials with Hazards	11.8 percent	Characterize or profile materials with hazards, Determine disposition options, Prequalify disposition facility, Ensure disposition requirements met, Confirm final disposition, Manage treatment and disposal, Manage releases, Manage emissions, Manage discharges
Record Keeping and Reporting	5.2 percent	Determine reporting requirements, Determine record keeping requirements, Ensure reporting requirements are met, Ensure record keeping requirements are met
Training Personnel	8.8 percent	Determine training requirements, Define competencies for activities involving materials with hazards, Ensure training is provided to address competencies, Ensure personnel competency is assessed, Conduct drills, Conduct exercises, Evaluate training
Response and Recovery	9.4 percent	Identify the incident, Identify the response, Report the incident, Mitigate the incident, Develop recovery plan/incident action plan, Investigate the incident, Perform root cause analysis
Remediation	8.1 percent	Investigate the site, Determine remedial objectives, Evaluate remediation alternatives, Manage selection of remedial action, Manage design of remedial action, Implement remediation, Negotiate site closure
Management Systems	7.8 percent	Perform records review, Monitor new regulations, Interface with regulators, Identify required (internal/external) stakeholder communication, Conduct audits, Conduct financial analyses, Develop policies for materials with hazards
Environmental Studies	4.7 percent	Perform environmental due diligence, Perform site assessment, Identify contaminants of concern, Conduct environmental impact assessment
Health and Safety	12.0 percent	Identify hazardous substances and their chemical and physical health hazards, Evaluate potential hazardous material exposures to employees, the public and receptors in the natural environment, Develop job hazard analysis, Develop hazardous operations plans, Develop site safety plans, Develop emergency response plans, Develop release prevention plans, Develop Global Harmonization System (GHS) and hazardous communications programs, Determine Personal Protective Equipment (PPE) requirements