Florida State Emergency Response Commission (SERC)

Capabilities Assessment Tool for Type III Hazardous Materials Emergency Response Teams

2008 EDITION

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INTRODUCTION

The 2008 Edition of the Florida State Emergency Response Commission's (SERC) Hazardous Materials Response Team Assessment Tool includes the assessment tool, instructions, notes, and attachments. The Assessment Tool will allow a knowledgeable assessor[1] to objectively assess Hazardous Materials Emergency Response Teams[2] and assigns a standardized statistical measure to that team based upon dependent and independent variables. The purpose of this numerical measure is to permit the organization to assess internal strengths and weaknesses for the purpose strategic planning. It is not the intent of the measure to establish a ranking or "grading" of a team. Therefore, when properly administered, the SERC Hazardous Materials Emergency Response Team Assessment Tool will provide a statistical picture of the Hazardous Materials Emergency Response Team(s) in comparison to established emergency response guidelines and the current "standard of care".

The SERC Hazardous Materials Emergency Response Team Assessment Tool is an objective assessment based on the current "standard of care" consistent with regulations, standards, and guidelines. The Hazardous Materials Emergency Response Assessment Tool can be utilized to perform an "in-house" self-assessment of a team by a knowledgeable assessor for the purpose of identifying strengths and weaknesses within the team or team administration. The Assessment Tool is community neutral. The Assessment Tool does not take into consideration hazards or risks present within the community, but instead, is based on a minimum level of capability. The Assessment Tool measures four major areas (dependent variables). These four areas are:

1. Written Plans and Standard Operating Procedures
2. Human Resources
3. Training
4. Equipment

The statistical values of the items (independent variables) measuring each of the four major areas (dependent variables) are weighted based on necessary or mandatory items and items that a team should have within the team's program or inventory.

[1] Knowledgeable assessor -As identified in the mission and values statements of this evaluation tool, it is intended that it could be used in-house to complete a self-evaluation of response capabilities. With this desire in mind, the tool was developed so that an individual with a moderate level of understanding of hazardous materials emergency response standards, practices and planning could successfully conduct this evaluation. The suggested minimum qualifications for an evaluator are:

1) Must be trained to the Hazardous Materials Technician Level
2) Should be a Hazardous Materials Technician Instructor
3) Possess work experience in the planning and management phases of hazardous materials team development.

In order to better prepare for the use of this tool, the evaluator should be:

4) Thoroughly familiar with the requirements and inter-relationships of the following documents:
a) OSHA 29 CFR 1910.120 in its entirety, b) The Florida State Emergency Response Commission's public sector hazardous materials training guidelines, c) Florida SERC Hazardous Materials Training Task Force Model Hazardous Materials Emergency Response Procedures, d) US Department of Homeland Security Target Capabilities for WMD/Hazardous Materials Response and Decontamination, e) Have a working knowledge of the use and application of the OSHA Interpretive notes for 29 CFR 1910.120 which can be found at. www.osha.gov

Reference Standards

The following references have been utilized in the development of this assessment Tool:

Reference	Source
OSHA 29 CFR 1910.120 "Hazardous Waste Operations and Emergency Response"	United States Occupational Safety and Health Administration
Florida Public Sector Hazardous Materials Training Guidelines	The Florida State Emergency Response Commission (contact through Florida Division of Emergency Management)
OSHA Interpretive notes for 29 CFR 1910.120	These note are found online at the US Occupational Safety and Health Administration website at www.osha.gov under "Standards"-
Florida SERC Training Task Force Model Hazardous Materials Emergency Response Procedures	May be obtained online at the HSIN (Homeland Security Information System) Webpage or by Contacting the Florida Division of Emergency Management
Suggested Hazardous Materials Minimum Equipment Guidelines	Florida State Emergency Response Commission - Hazardous Materials Training Task Force (contact through Florida Division of Emergency Management)
US Department of Homeland Security "Target Capabilities List"	US Department of Homeland Security
Florida Fire Chief's Association Statewide Emergency Response Plan	Available from the Florida Fire Chief's Association publication list at www.ffca.org

Conducting the Assessment

The assessment is conducted in two phases. The first phase is the interview phase, which is conducted with an organization's administrator or team coordinator. During the first phase emergency response plans, procedures, medical surveillance and training program records are reviewed. The administrator or coordinator will provide the assessor with the necessary documents to assess the items contained within the interview phase. The second phase is the walkthrough phase. This phase is conducted with a member(s) of the hazardous materials emergency response team (not the administrator or coordinator). During this phase, the assessor will ask questions to validate information gained in the interview process as well as visually assess equipment and inventories.

After both phases have been completed, the assessor then compiles the statistical values as related to the assessment. This will provide a picture of compliance with the current standard of care. This tool is not intended to establish a standard of care, but instead, to

provide an agency with a statistical, justifiable picture of compliance with the established standard of care as measured and validated through demonstration and exercise.

It is important that both assessors and assesses know and understand the hazard based approach. It is the intention of the developers to move forward the ideal of the hazard based response. Hazard based response is a dynamic education and experienced based response to the actual threat posed. It precludes rock solid procedures and allows responders to react to the dynamics of the situation based on hazard and risk assessment.

INSTRUCTIONS

The following instructions are based on concerns and considerations that were expressed throughout the development and implementation of this assessment tool.

Instructions for the Assessor

1. The Assessment Tool is intended to be an objective assessment of the response capabilities of the response entity in accordance with Federal Regulations and Florida State Emergency Response Commission Guidelines.

2. The assessor should review the entire Assessment Tool documentation prior to attempting an assessment. The overview, introduction, and review comments answer several common questions encountered by the developers. They also help to provide background to the assessment.

3. The Assessment Tool should be forwarded in its entirety to the responsible official for the entity to be assessed at least 30 days prior to the assessment. This affords the Official and the entity an opportunity to ensure that materials necessary for the assessment are accumulated in order to more efficiently facilitate the assessment and reduce the stress and impact to the assessed entity.

4. Contact names and numbers for the assessed entity and the assessor need to be exchanged prior to the assessment.

5. The person(s) conducting the assessment should meet, at a minimum, the criteria outlined in the assessment introduction. The assessment must be conducted in a professional manner with the emphasis on accumulating a reliable assessment and objective observation.

6. The assessment is presented in two distinct parts. The intent is that the interview phase be conducted with managerial personnel who are instrumental in developing and implementing response plans and policies. The walkthrough phase should be conducted with personnel who perform

the response, and are responsible for equipment, maintenance, and incident response.

7. Assessors are encouraged to ask objective questions of the assessed entity's representatives in order to formulate an objective conclusion to each of the questions posed by the assessment tool. This may, at times, present the assessor with an opportunity to provide input. The assessor is encouraged to withhold input or views, not directly related to clarifying the questions. Comments and recommendations should only be rendered at the conclusion of the assessment, if sought by the assessed entity and directly related to data presented in the assessment.

8. The assessor is encouraged to have more than one representative of the assessed entity present during each phase of the assessment. This would preclude the "one point of view concept". This becomes especially important in the walkthrough phase, which is intended to validate the information gained in the interview phase, as well as equipment, by employees. The interview phase is intended to assess the written plans and policies as developed by employers. This phase is less vulnerable to subjective conclusions. The adage "if it isn't written it didn't happen" usually applies.

9. The assessor needs to keep in mind that the individual data elements are "yes" or "no" answers. If the individual variables are not met, either in plan or operational implementation, then the data variable is no. When encountering elements with multiple points, if all points are not covered, then the entry should be a "no" response.

10. The assessor should provide an evaluation of the program, as well as the assessed entity(s) evaluation instrument. The purpose of these evaluations is to assist the SERC and the Florida Division of Emergency Management (FLDEM) in evaluating the assessment process and identifying any problems or questions that may need to be reviewed. It is expected that aside from the reviewer's comments included in the original Assessment Tool package, others will be included as the Tool evolves.

11. Should a situation arise for which you are neither prepared, nor have an answer, you are encouraged to contact the contracting agent (should the assessor be a contractor) or submit the question to the FLDEM staff for forwarding to the SERC Training Task Force.

12. All Summary Assessment Sheets with totals for assessments and identifying the entity assessed should be forwarded to the SERC Training Task Force Staff Person at the FLDEM. This will assist the evaluation of resources statewide, identifying training and planning needs and the validation of data. All Assessment Evaluations should also be included.

13. Your assistance in the assessment of a Hazardous Materials Emergency Response Team is appreciated. The objectivity and professional nature of your assessment is conclusive proof that hazardous materials responders and entities provide for responder safety while ensuring the protection of civilians, property, and the environment.

Instructions for the Entity Being Assessed

1. The Assessment Tool is intended to be an objective assessment of the response capabilities of the response entity in accordance with Federal Regulations and Florida State Emergency Response Commission Guidelines.

2. You should be provided with notification and a copy of the assessment tool at least 30 days prior to the assessment date. This notification should include authorizing agency, and the name, address, and phone number of the assessor.

3. Any entity has the right to deny assessment by any entity, agency, or representative.

4. The entity should review the entire Assessment Tool documentation prior to an assessment. The overview, introduction, and review comments answer several common questions encountered by the developers. This information provides background to the assessment.

5. The entity should provide the assessor with the contact names of the individuals to be involved and finalize dates for the assessment.

6. The entity to be assessed should accumulate the information necessary to ensure substantiation of any plan, polices, or other documentation to ensure the maximum level of compliance with regulations and guidance as referenced in the Assessment Tool. Shaded items are those deemed necessary to operate autonomously.

7. The assessed agency should ensure availability of the personnel committed in the initial contact. There are two phases of the assessment. The interview phase is intended to give the employer the opportunity to present plans and policies related to response. The walkthrough phase is intended to validate the implementation of the plans and policies, as well as assess the equipment and maintenance.

8. It is expected that if all involved parties assist the assessor appropriately, it should not take in excess of a normal workday to complete the assessment. (This may vary due to local circumstances).

9. The assessed entity should be as objective as possible at looking at their response service. This assessment is intended to be an objective look at the hazardous materials response capability within a given entity's area. This includes regional areas, mutual aid response area, and any other areas as defined by the state.

10. As identified in the Assessment Introduction, it is not the intent to look at actual responses, rather the planning, policies, equipment, and preparedness of the team for responses associated with actual or anticipated releases of hazardous materials or weapons of mass destruction.

11. The Assessor should at a minimum meet the definition as presented in the introduction portion of this document.

12. Assessed entity should refrain from asking questions of the assessor. This tends to draw subjective conclusions based on experience and learning. These answers may or may not be appropriate until the conclusion of the evaluation.

13. The assessed entity needs to keep in mind that the individual data elements are "yes" or "no" answers. If the individual variables are not met either in plan or operational implementation, then the data variable is no. When encountering elements with multiple points, if all points are not covered, then the entry should be a "no" response.

14. Should a situation arise which can not be answered, you are encouraged to contact or submit the question to the FLDEM staff for forwarding to the State Emergency Response Commission (SERC) Training Task Force.

15. Included in the package is both an Assessor's Evaluation and Assessed Entity's evaluation. The purpose of these evaluations is to assist the SERC and FLDEM in evaluating the assessment tool and identifying any problems or questions that may need to be reviewed. It is expected that aside from the reviewer's comments included in the original Assessment Tool package, others will be included as the Tool evolves. Your input is absolutely necessary.

16. All Summary Assessment Sheets with totals for assessments should be forwarded to the SERC Training Task Force Staff Person at the FLDEM and should identify the assessed entity. This will assist in the evaluation of resources statewide, identifying training and planning needs and the validation of data. Assessment evaluations should also be included and the assessor should complete this step.

17. Your assistance in the assessment of a Hazardous Materials Emergency

Response Team is appreciated. The objectivity and professional nature of your assistance is conclusive proof that hazardous materials responders and response entities provide for responder safety while ensuring the protection of civilians, property, and the environment.

1. PLANS AND POLICIES

1.1 The Emergency Response Plan					
ITEM	**DESCRIPTION**	**YES X1**	**NO X0**	**NUMBER VALUE**	**SOURCE**
1.1.1*	Is there a written hazardous materials emergency response plan (ERP)?			.694	29 CFR 1910.120 (q)(1)
1.1.2	Is the ERP available to the employees?			.693	29 CFR 1910.120 (q)(1)
1.1.3	Does the emergency response plan reflect pre-planning and coordination with outside parties? (e.g. medical facilities, law enforcement agencies, facility emergency contacts, skilled support personnel)			.693	29 CFR 1910.120 (q)(2)(I)
1.1	**TOTAL**			**2.08**	

1.2 Incident Command System					
1.2.1	Has the organization formally adopted NIMS as demonstrated by an organizational policy or general order?			.416	
1.2.2	Are the roles, responsibilities, and lines of authority during hazardous materials emergency defined?			.416	29 CFR 1910.120 (q)(2)
1.2.3	Does the ICS plan specifically designate a single individual as the incident commander or recognize the concept of “Unified Command”?			.416	29 CFR 1910.120(q)(3)
1.2.4	Are there provisions for the passing of command to senior responding officials?			.416	29 CFR 1910.120 (q)(3)
1.2.5	Has the safety official been identified in the ERP or ICS Plan? Note: the IC may assume this responsibility in smaller responses involving initial alarm assignment resources.			.416	29 CFR 1910.120 (q)(3)(vii)
1.2	**TOTAL**			**2.08**	

1.3 Medical Plans					
1.3.1*	Is advanced life support medical treatment available onscene for responders during the emergency response involving actual or potential IDLH environments?			.52	29 CFR 1910.120 (q)(2)(viii) SERC Model Procedures
1.3.2	Are ALS licensed personnel specially trained in the medical aspects of hazardous materials assigned to the response?			.52	Florida SERC Model Procedures
1.3.3*	Are the roles of the emergency medical support			.52	29 CFR

	personnel defined?				1910.120 (q)(2) (viii)
1.3.4*	Medical Treatment Protocols approved by the organization's medical director that specifically addresses the medical aspects associated wih response ro hazardous materials emergencies.			.52	Standard of care
1.3	**TOTAL**			**2.08**	

1.4 Response Policies and Procedures					
ITEM	**DESCRIPTION**	**YES X1**	**NO X0**	**NUMBER VALUE**	**SOURCE**
1.4.1	Does the ERP or referenced policies address safe distances and areas of refuge adequate for employees who may require it?			.208	29 CFR 1910.120 (q)(2) (iv)
1.4.2	Does the ERP or referenced policies address the types and uses of PPE and emergency response equipment to be used?			.208	29 CFR 1910.120 (q)(2)(xi)
1.4.3	Does the ERP or referenced policies designate equipment, people and procedures to ensure site security and control?			.208	29 CFR 1910.120 (q)(2)(v)
1.4.4	Does the ERP or referenced policies require and establish a personal accountability system for use at hazardous materials emergencies?			.208	29 CFR 1910.120 (q)(2)(ix) 1910.134
1.4.5	Does the ERP or referenced policies establish an on-scene emergency alerting action procedure for use by all employees engaged in the emergency response?			.208	29 CFR 1910.120 (q)(2) (ix)
1.4.6	Does the ERP or referenced policies identify emergency evacuation procedures for personnel operating at the emergency?			.208	29 CFR 1910.120 (q)(2)(vi)
1.4.7	Does the ERP or referenced policies establish and require the implementation of decontamination procedures?			.208	29 CFR 1910.120 (q)(2)(vii)
1.4.8	Does the ERP or referenced policies provide procedures for incident critiques and after action analysis?			.208	29 CFR 1910.120 (q)(2)(x)
1.4.9	Where applicable, does the employer maintain a policy for the deployment of hazardous materials assets to other communities under either existing mutual aid agreements or regional/statewide response plans meeting the response, rehab and sustainment requirements as defined the FFCA SERP and the SERC Level of Service. Does this policy outline: Deployment readiness, Activation procedures, Personnel support, equipment/materials, Reach-			.208	Florida SERC Model Procedures for Team Level of Service

	back capabilities				
1.4.10	Does the deployment policy provide for the resources necessary to support a minimum of 8 hour continuous operations and 72 hour self sustainability.			.208	Florida SERC Model Procedures for Team Level of Service
1.4	**TOTAL**			**2.08**	

1.5 Personal Protective Equipment Plan					
ITEM	**DESCRIPTION**	**YES X1**	**NO X0**	**NUMBER VALUE**	**SOURCE**
1.5.1	Is there a written personal protective equipment plan or program?			.416	OSHA 29 CFR 1910.120(q)(5) and (q)(10)
1.5.2*	Does the PPE plan or program address all of the following issues: PPE selection based upon hazards, Use and limitations, Work mission duration, Maintenance and storage, Decontamination and disposal, Training and fitting, Donning and doffing, Inspection procedures, Evaluation of program effectiveness Temperature extreme limitations?			.416	OSHA 29 CFR 1910.120 (q-10), (g)(5)(i)-(xi)
1.5.3	Are personnel required to utilize a minimum of positive pressure, self-contained breathing apparatus until the atmosphere has been quantified?			.416	OSHA 29 CFR 1910.120 (q)(3)(iv)
1.5.4	Does the PPE plan call for personal protective equipment to be maintained and inspected in accordance with OSHA and manufacturer recommendations?			.416	OSHA 29 CFR 1910.120 (q)(10)
1.5.5	Does the team maintain documentation of all tests of PPE in accordance with OSHA and manufacturer recommendations?			.416	29 CFR 1910.120 (q)(10) and appendices
1.5	**TOTAL**			**2.08**	

1.6 Air Monitoring Plan					
ITEM	**DESCRIPTION**	**YES X1**	**NO X0**	**NUMBER VALUE**	**SOURCE**
1.6.1	Does the ERP or referenced policies describe procedures to be utilized for air monitoring during the emergency response?			.416	29 CFR 1910.120 (q)(3)(iv)
1.6.2	Are all maintenance procedures and calibrations documented?			.416	SERC Model Procedures
1.6.3	Does the ERP or referenced policies require the development of a site specific safety plan for all haz-mat emergency incidents above the level of the first responder?			.416	29 CFR 1910.120 (q)(10), (g)(5), (b)(1) and Standard of Care
1.6.4	Does the ERP or referenced policies establish a standardize methodology of assigning incident levels to hazardous materials emergencies?			.416	SERC Guidelines
1.6.5	Does the ERP or referenced documents outline the procedures that would be used for various tasks which team members would perform? (e.g. spill, leak and fire control)			.416	29 CFR 1910.120 (q)(3) and SERC Model Procedures
1.6	**TOTAL**			**2.08**	

2. HUMAN RESOURCES

2.1 Staffing					
ITEM	**DESCRIPTION**	**YES X1**	**NO X0**	**NUMBER VALUE**	**SOURCE**
2.1.1*	Are there seven hazardous materials technicians available for immediate response to an incident meeting the OSHA definition of a "emergency response"?			6.25	OSHA 29CFR1910.120(a)(2) & (q) Florida Fire Chiefs HazMat Type III
2.1	**TOTALS**			**6.25**	

2.2 Medical Monitoring					
ITEM	**DESCRIPTION**	**YES X1**	**NO X0**	**NUMBER VALUE**	**SOURCE**
2.2.1	Is there a written medical surveillance plan or program for personnel assigned to the hazardous materials response team?			1.05	OSHA 29 CFR 1910.120 (f)
2.2.2	Does the medical surveillance policy indicate that employees will obtain a written opinion from the physician?			1.04	29 CFR 1010.120 (f)
2.2.3	Do employees who have obtained baseline medical evaluations also receive periodic examinations as determined by the physician? (Must not exceed once every two years).			1.04	29 CFR 1910.120 (f)
2.2.4*	Is medical record keeping consistent with OSHA requirements for "Access to Employee Exposure and Medical Records"?			1.04	29 CFR 1910.20 (f), 29 CFR 1910.20
2.2.5	Does the medical surveillance plan provide for medical assessment after exposures above the permissible exposure limit (PEL)?			1.04	29 CFR 1910.120 (q)(9)
2.2.6	Have employees been fitted properly for respiratory protective equipment?			1.04	29 CFR 1910.120 (q) 1910.134
2.2	**TOTAL**			**6.25**	

3. TRAINING

3.1 Employer Certifications					
ITEM	**DESCRIPTION**	**YES X1**	**NO X0**	**NUMBER VALUE**	**SOURCE**
3.1.1*	Has the employer certified that hazardous materials team members have achieved the technician level of competency?			1.39	OSHA 29 CFR 1910.120 (q)(6)(ii)-(v)
3.1.2*	Does the employer maintain records for each team member documenting initial and refresher training?			1.39	SERC
3.1.3*	Does the employer provide certification to the employee that they are certified at the technician level based upon Florida SERC Training Guidelines and OSHA regulations?			1.38	SERC and 29 CFR 1910.120 (q)(8)(ii)
3.1	**TOTAL**			**4.16**	

3.2 Initial Training Program Duration					
ITEM	**DESCRIPTION**	**YES X1**	**NO X0**	**NUMBER VALUE**	**SOURCE**
3.2.1	Total of at least 160 hours of initial training for all technicians assigned after June 2006 covering the competencies established by the Florida SERC Hazardous Materials Public Sector Training Guidelines and NFPA 472.			1.04	OSHA 29 CFR 1910.120 (q)(6)
3.2.2	The organization requires completion of SERC Training Competency Assessment Task Book as a requirement for initial training for all technicians assigned after June 2006.			1.04	Florida SERC Training Competency Checklist
3.2.3	Does the employer certify all team members who would be expected to utilize respiratory protective equipment?			1.04	OSHA 29 CFR 1910.134
3.2.4	Have all team members been trained to at least the DOT Medical First Responder Level of Training?			1.04	SERC guidelines
3.2	**TOTAL**			**4.16**	

3.3 Annual Refresher Training					
ITEM	**DESCRIPTION**	**YES X1**	**NO X0**	**NUMBER VALUE**	**SOURCE**
3.3.1	Does the employer have a specific plan for the provision of annual refresher training or measurement of continued competency of all team members?			1.39	OSHA 29 CFR 1910.120 (q)(8)
3.3.2	Does the employer require completion of the SERC Hazardous Materials Technician Refresher Competency Checklist for all assigned technicians regardless of date of assignment?			1.39	Florida SERC Hazardous Materials Training Guidelines.
3.3.3	Are all team members who might be expected to assume the role of the haz-mat group leader trained in accordance with Florida SERC Training Guidelines for the Hazardous Materials Incident Commander level of competency? - NIMS ICS through I – 300 - Strike Team/Task Force Leader - Hazardous Materials Incident - Management Specific Training			1.38	SERC guidelines, NIMS ICS, and OSHA 29 CFR 1910.120(q)
3.3	**TOTAL**			**4.16**	

NOTES

1.1.1 The question relating to the existence of the employer's Emergency Response Plan is related to the mandate from the Occupational Safety and Health Administration regulation 29 CFR 1910.120 (q)(1). During previous assessments, credit was given for those organizations which adopted the LEPC response plan. However, individual organizational and community hazard/risk assessments as well as strategic internal and external operating environments are too unique for each community to allow the application of a regional plan to a local resource. Therefore, in this edition an organization specific response plan is called for. This plan may reference internal and external standard operating procedures and plans but must address, at a minimum, the following items either directly or as incorporated by reference. Credit for the plan shall not be issued if any of the required elements are absent.

Pre-emergency planning and coordination
Personnel roles, lines of authority, training and communication
Emergency recognition and prevention
Safe distances and places of refuge
Site security and control
Evacuation routes and procedures
Decontamination
Emergency medical treatment
Emergency alerting and response procedures
Post incident analysis and follow-up procedures
PPE and emergency response equipment

1.1.2 Deleted from this edition due to increased requirement of 1.1.1

1.3.1 Previously, additional credit was provided for ALS medical support. However, Advanced Life Support medical support for personnel operating in the isolation area has become a standard of care as it is the same level of service provided by EMS to all communities within Florida.

1.3.3 Responders on the scene of an emergency must understand the roles assigned to them. The roles of all responders must be defined in the emergency response plan and supporting documents.

1.3.4 Local medical directors have the ultimate responsibility for the designation of ALS medical protocols for the treatment of patients or responders during hazardous materials emergencies. It is recommended that these medical protocols specifically address, at a minimum, the following:

- General supportive hazardous materials care protocol
- Irritant and respiratory irritant protocol
- Non-cardiogenic pulmonary edema

- Organophosphate, carbamate insecticide poisoning and nerve agents
- Methemoglobinemia
- Cyanide and hydrogen sulfide poisoning
- Acids (including hydrofluoric acid) & alkalis
- Heat stress and heat stress risk management
- Incident rehabilitation procedures (may be found in other policies)

1.5.2 All aspects of the personal protective equipment plan plan must be present in order to receive credit for this item.

2.1.1 The accepted “standard of care” mandates that seven hazardous materials technicians are needed in order to facilitate a minimal entry during a hazardous materials response. These seven people must be dispatched on the initial hazardous materials emergency response once it is determined that an emergency does exist. The evaluator needs to utilize validation documents to ensure this number is being met for this question to be evaluated in the affirmative. For the purpose of this evaluation item, an initial response to a hazardous materials emergency is different than a first response initiated by the agency. For example: A first response consisting of an engine company and a hazardous materials company to a report of an odor may not constitute a hazardous materials emergency response until validated by on-scene personnel that a hazardous materials emergency exists. Once the scene is characterized as a hazardous materials emergency, then the balance of technicians needed to achieve the seven must be immediately available and dispatched.

2.2.4 The employer is required to establish and maintain a record for each employee that is subject to medical surveillance. In actual practice, the physician's office maintains physical custody of the records under agreement with the employer. Procedures need to be established to allow access, storage, transfer, and disposal of these records in accordance with 29 CFR 1910.20, while keeping personal medical information confidential. The employee medical record in custody of the physician should include:

a) medical and employment questionnaires or histories including job description and occupational exposures,
b) the results of medical examinations and laboratory tests including: X-rays, spirometry, audiograms etc…
c) medical opinions, diagnoses, and recommendations
d) first aid records,
e) descriptions of treatments and prescriptions, and
f) employee medical complaints.

The physician's written opinion to the employer should not reveal specific findings, test results, or diagnoses unrelated to occupational exposures. Instead, it should include:

a) whether the employee has any medical condition that would place the employee at increased risk from occupational exposure,
b) limitations to assigned work or use of protective equipment,
c) a statement that the employee has been informed of the results of the medical examination, and
d) (for 29 CFR 1926.58) a statement that the employee has been informed of the increased risk of lung cancer attributable to the combined effect of smoking and asbestos exposure

3.1.1 The OSHA rule does not state the specific manner of how the training must be documented. There must be a written document which clearly identifies the employee and the person certifying, and identifies the training and/or past experience which meets the requirements. One possibility would be to include this information in the employee's personnel file. Another method would be to include this information on a master list of employees who qualify under paragraph (q)(6)(ii-v) of the OSHA rule. The best method is to include this information on a separate certificate for each employee. The methodology or curriculums, which are used to achieve certification, must be documented. This note also relates to items 3.1.2 and 3.1.3. The hours associated with the initial training must be documented.

1. PLANS AND POLICIES

1.1 The Emergency Response Plan and Policies					
ITEM	**DESCRIPTION**	**YES X1**	**NO X0**	**NUMBER VALUE**	**SOURCE**
1.1.1	Is the team member aware of the appropriate plans and policies regarding the establishment and performance of decontamination in accordance with the ERP and referenced policies?			1.39	29 CFR 1910.120 (q)(1)
1.1.3	Can the team member properly describe the procedures to be taken in the event of an onsite emergency consistent with the ERP or referenced policies?			1.39	29 CFR 1910.120 (q)(1)
1.1.4	Does the employee know the location and have access to the ERP and all referenced policies?			1.38	29 CFR 1910.120 (q)(1)
1.1	**TOTAL**			**4.16**	

1.2 Incident Command System					
1.2.1	Can the team member identify who would be designated as the hazardous materials group safety official consistent with the ERP or referenced policies?			2.08	29 CFR 1910.120 (q)(2)
1.2.2	Can the team members properly describe the roles and responsibilities of various positions within the ICS structure and specifically, the hazardous materials group.			2.08	
1.2	**TOTAL**			**4.16**	

1.3 Medical Surveillance Plan					
1.3.1	Has the team member been provided medical evaluation in accordance with the employer's medical surveillance plan?			1.04	29 CFR 1910.120 (q)(9)(i)
1.3.2	Ask the haz-mat technician when he/she received his/her last medical examination for team member surveillance? Is it consistent with the medical surveillance plan and physician recommendations?			1.04	29 CFR 1910.120 (q)(9), (f)(3)(i)(B)
1.3.3	Has the employee been provided with written opinions resulting from the medical surveillance plan?			1.04	29 CFR 1910.120 (q)(9)(f)(7)

1.3.4	Can the employee describe the proper requirements for on-scene medical treatment capabilities that are consistent with the ERP and referenced policies?			1.04	29 CFR 1910.120 (q)(2)(vix)
1.3	**TOTAL**			**4.16**	

2. HUMAN RESOURCES

2.1 Staffing					
ITEM	**DESCRIPTION**	**YES X1**	**NO X0**	**NUMBER VALUE**	**SOURCE**
2.1.1	Ask a team member(s) how many technicians are available for an initial response to a hazardous materials emergency above the first response level. Is this number consistent with the ERP and referenced policies?			6.25	SERC Guidelines
2.1	**TOTAL**			**6.25**	

2.2 Medical Monitoring					
ITEM	**DESCRIPTION**	**YES X1**	**NO X0**	**NUMBER VALUE**	**SOURCE**
2.2.1	Ask the employee what actions would be taken if would occur if he/she had been exposed to a concentration above the permissible exposure limit. Is it consistent with the ERP and referenced policies? Does it provide for post exposure medical evaluation?			3.13	29 CFR 1910.120 (q)(2)(xii), (q)(9), (g)(3-5)
2.2.2	Ask the employee if they have been fit tested for all respiratory protective equipment that they carry and are expected to utilize. When was the last fit test an is it consistent with the employer's plan?			3.12	29 CFR 1910.120(q) (8)
2.2	**TOTAL**			**6.25**	

3. TRAINING

3.2 Initial Training Program Duration					
ITEM	**DESCRIPTION**	**YES X1**	**NO X0**	**NUMBER VALUE**	**SOURCE**
3.2.1*	Does the team member participate in periodic exercises designed to measure the team and it's members ability to function in accordance with the employer's emergency response plan?			1.05	29 CFR 1910.120 (q)(2)(xii)

3.2.2	Have employees that are designated to serve as hazardous materials group leader roles received training to the Incident Commander Level? (NIMS ICS 300, Strike Team/Task Force Leader and HazMat inicdent management training)			1.04	SERC guidelines
3.2.3	Are employees that are expected to serve as a hazardous materials group leader aware of the requirements of the incident commander as stipulated in 29 CFR 1910.120(q)(3) as implemented by the employers' emergency response plan.?			1.04	OSHA 29 CFR1910.120 (q) (3)
3.2.4	Are team members aware of the importance of decontamination and the methods to perform decontamination in accordance with the ERP and referenced documents?			1.04	29 CFR 1910.120 (q)(2)
3.2.5	Can the team member immediately obtain garment compatibility information and be able to properly interpret the information provided?			1.04	29 CFR 1910.120 (q)(2)(xi)
3.2.6	Can the team member identify the person(s) who would be responsible for the development of a Site Specific Safety Plan?			1.04	29 CFR 1910.120 (q)(2)(xi),(g)(5), (b)(3)
3.2	**TOTAL**			**6.25**	

3.3 Refresher Training					
ITEM	**DESCRIPTION**	**YES X1**	**NO X0**	**NUMBER VALUE**	**SOURCE**
3.3.1	When was the last time that the team member attended refresher training or been assessed for baseline technician competency? Does this answer meet with annual refresher/documentation of competency requirements consistent with the ERP and referenced policies?			3.13	29 CFR 1910.120 (q)(8)
3.3.2	Does the employee appropriately answer questions that would demonstrate the ability to serve in any hazardous materials group role except hazardous materials group leader? (e.g. decontamination, entry, science)			3.12	SERC guidelines
3.3	**TOTAL**			**6.25**	

4. EQUIPMENT

4.1 Decontamination Equipment					
ITEM	**DESCRIPTION**	**YES X1**	**NO X0**	**NUMBER VALUE**	**SERC guidelines**
4.1.1	2- Rolls of plastic sheeting 100 x 25 feet			.15	
4.1.2*	2- Retention basins or system capable of holding a backboard patient on stands during decontamination.			.15	SERC Level of Service Model Procedures
4.1.3	2- Additional retention pools of any form			.15	Model Procedures
4.1.4	1- Run off transfer pump			.16	Model Procedures
4.1.5*	1- Gross decontamination shower			.15	Model Procedures
4.1.6	Necessary hoses and manifolds and other supplies to properly operate decontamination system in accordance with employer's decontamination plan			.15	Model Procedures
4.1.7	1 gallon suitable emulsifier			.16	
4.1.8	1 gallon Sodium hypochlorite (bleach)			.15	
4.1.9	1 gallon disinfectant for use on equipment)			.15	
4.1.10	1 gallon vinegar (mild acid)			.15	
4.1.11	5 pounds Sodium bicarbonate (alkaline)			.15	
4.1.12	Non abrasive hand cleaner			.15	
4.1.13	Tide or similar cleaning detergent			.15	
4.1.14	1 gallon 3% Hydrogen peroxide (supplemental disinfection)			.15	
4.1.15	1- 85 gallon recovery drum			.15	
4.1	**TOTAL**			**2.27**	

4.2 Rehab and Extended Operations					
ITEM	**DESCRIPTION**	**YES X1**	**NO X0**	**NUMBER VALUE**	**SERC guidelines**
4.2.1*	Personnel are required to respond to deployments with, or the organization provides personal hygiene items and supplies. (soap, repllent, sunblock, shampoo)			.25	
4.2.2*	63 gallons Drinking water (3 gallons/person/day)			.26	
4.2.3*	Required deployment with clean uniforms and appropriate individual PPE for up to 72 hrs			.25	
4.2.4*	63 Meals (MRE, heater or other) 3/person.day			.26	
4.2.5*	Sanitation (Pepp toilets minimum)			.25	

4.2.6*	Field shower capabilities with warm water			.25	
4.2.7*	Towels and toiletries			.25	
4.2.8*	Portable shelters capabilities for upto 72 hrs			.25	
4.2.9*	Infield purchasing capabilities (e.g. Pcards)			.25	
4.2	**TOTAL**			**2.27**	

4.3 Detection and Analysis					
ITEM	**DESCRIPTION**	**YES X1**	**NO X0**	**NUMBER VALUE**	**SERC guidelines**
4.3.1	pH paper 0-14			.09	
4.3.2	2- Combustible gas detector (CGD) (can be a combination unit)			.09	
4.3.3	2- Oxygen concentration monitor (can be a combination unit)			.09	
4.3.4	Hydrogen Sulfide detector (can be a combination unit)			.09	
4.3.5	Carbon Monoxide detector (can be a combination unit)			.09	
4.3.6	8 - Radiological dosimeters (mR scale)			.09	
4.3.7	Gamma/Beta Survey meter (can be combination unit)			.09	
4.3.8	Survey meter capable of detecting alpha emissions (can be a combination unit)			.09	
4.3.9	Colorimetric detection device (e.g. Drager or Sensidyne or equivalent)			.09	
4.3.10	Colorimetric tubes or chips for: Chlorine, Ammonia, Hydrogen Chloride, and Aromatic Hydrocarbons or equivalent items			.09	
4.3.11	Colorimetric tubes or chips necessary for qualitative analysis of unknown airborne contaminates (e.g. Drager HazMat Kit or Sensidyne or equivalent)			.09	
4.3.12*	Field chemical analysis capabilities for liquid and solid unknowns sufficient to determine basic hazard classes.			.09	
4.3.13*	Sampling supplies for collecting liquid samples			.10	SERC/FFCA
4.3.14*	Sampling supplies for collecting solid samples			.10	SERC/FFCA
4.3.15*	Protein screening test kits			.09	SERC/FFCA
4.3.16*	Dacron swabs			.09	SERC/FFCA
4.3.17*	Buffer solutions			.09	SERC/FFCA
4.3.18*	Sample labels			.09	SERC/FFCA
4.3.19*	Certified clean sample containers for liquids and solids (small and large mouth)			.09	
4.3.20	Photoionization detector			.09	
4.3.21	Flame ionization detector			.09	

4.3.22	Calibration gases and equipment for each device as recommended by the manufacturer			.09	
4.3.23	Air flow rate calibrator (e.g. Buck calibrator or Bubble Burrett) or annual service agreement			.09	
4.3.24	Heat sensing (e.g. Thermal imaging)			.09	FFCA
4.3.25	Light amplification (e.g. night vision)			.09	FFCA
4.3	**TOTAL**			**2.27**	

4.4 Communications & Signaling Equipment					
ITEM	**DESCRIPTION**	**YES X1**	**NO X0**	**NUMBER VALUE**	**SERC guidelines**
4.4.1	Radio capable of communications with organization's dispatch center			.25	
4.4.2	High VHF equipped with Florida Division of Forestry channels Red, White and Blue			.25	
4.4.3	Cellular telephone			.25	
4.4.4	Wireless data capable of email			.26	
4.4.5	Separate tactical channel for Haz-Mat team (Entry) operations			.26	
4.4.6*	Sufficient portable radios to permit one per team member			.25	
4.4.7*	In-suit radio communications equipment for each radio equipped entry team member			.25	
4.4.8	Emergency evacuation signal device			.25	
4.4.9	800 Mhz capable of statewide mutual aid channels			.25	SERC
4.4	**TOTAL**			**2.27**	

4.5 Vehicle					
ITEM	**DESCRIPTION**	**YES X1**	**NO X0**	**NUMBER VALUE**	**SERC guidelines**
4.5.1	Vehicle(s) capable of carrying all initial response equipment and personnel. Can be a multipurpose unit			.379	
4.5.3	Vehicle to be equipped with electrical supply or generation equipment necessary to properly operate computer system and scene lighting			.378	
4.5.4	Vehicle(s) or arrangements in place to transport "reserve" equipment			.379	
4.5.5	On-scene re-fueling capabilities or arrangements			.378	
4.5.6	Lighting equipment necessary to illuminate dress out and operational areas			.378	
4.5	**TOTAL**			**2.27**	

4.6 Spill Control Equipment					
ITEM	**DESCRIPTION**	**YES X1**	**NO X0**	**NUMBER VALUE**	**SERC guidelines**
4.6.1	200 Oiliophalic/Hydrophobic spill control pads			.19	
4.6.2	100 ft. Oiliophalic/Hydrophobic spill control booms			.19	
4.6.3	100 lb. Absorbent clay material or equivalent			.189	
4.6.4	2 each round end and square end spark proof shovels(metal)			.189	
4.6.5	2 street brooms			.189	
4.6.6	200 feet utility rope			.189	
4.6.7	Materials necessary to cover or secure storm drains			.189	
4.6.8	Additional 600 Oiliophalic/Hydrophobic spill control pads in reserve or arrangements for delivery within 1hour			.189	
4.6.9	Additional 200 ft. Oiliophalic/Hydrophobic spill control booms in reserve or arrangements for delivery within 1 hour			.189	
4.6.10	Agreements for the delivery of dirt to the scene by outside agencies			.189	
4.6.11	Agreements for the delivery and operation of heavy dirt moving equipment (e.g. front end loaders)			.189	
4.6.12*	Arrangements for marine units to aid in boom deployment as determined by jurisdictional needs			.189	
4.6	**TOTAL**			**2.27**	

4.7 Leak Control Equipment					
ITEM	**DESCRIPTION**	**YES X1**	**NO X0**	**NUMBER VALUE**	**SERC guidelines**
4.7.1	2- Flaring torches for LPG capable of both vapor and liquid flaring			.103	SERC
4.7.2	Sufficient lengths of gas supply hose and ancillary equipment to support flaring in both the liquid and vapor phase.			.103	
4.7.3	LPG connections for: 3/4" Acme vapor return connection, POL(service) connection, 1 1/4" Acme fill connection with check valve actuator, liquid withdraw connection and OFP service connection adapters. All connector equipped to supply flaring system listed in 4.7.1 & 4.7.2			.103	
4.7.4	Misc. "Black Iron" pipe fittings and short pipe			.103	

	fittings from 1/2" to 2" to support LPG connection for liquid and vapor flaring or other leak control operations.				
4.7.5*	Assorted NG line jackets ranging from 3/8" to 6" if NG exist in jurisdiction			.103	
4.7.6*	NG line hose clamps for 2" to 6" lines if NG exists in jurisdiction			.103	
4.7.7	Misc. LPG fittings and plugs			.103	
4.7.8	30 GPM hydrocarbon resistant transfer pump (pneumatic)			.103	
4.7.9	Arrangements for Chlorine rail kit if rail hazards are present in the jurisdiction			.103	
4.7.10	Assorted leak control plugs and patching materials			.103	
4.7.11	Air bag leak control system			.103	
4.7.12	2 each grounding rods, grounding cables and bonding cables			.104	
4.7.13	Assorted cribbing			.104	
4.7.14	5- MC306/DOT406 dome clamps			.103	
4.7.15	Chlorine "A" Kit			.103	
4.7.16	Chlorine "B" Kit			.103	
4.7.17	Assorted hardware and neoprene rubber patching and plugging materials			.103	
4.7.18	1- DOT specification 85 gallon over-pack drum			.104	
4.7.19	Misc. over-packing containers meeting DOT Specifications (e.g. lab packs and containers less than 55 gallons)			.104	
4.7.20	Drum sling and drum handling equipment			.103	
4.7.21	Hand truck			.103	
4.7.22	2- additional 85 gallon over-pack drums in reserve or arrangements for delivery within 1 hour			.103	
4.7	**TOTAL**			**2.27**	

4.8 Fire Control Equipment					
ITEM	**DESCRIPTION**	**YES X1**	**NO X0**	**NUMBER VALUE**	**SERC guidelines**
4.8.1	30 gallons 3% - 6% AFFF/ATC foam concentrate available on the initial response			.379	
4.8.2	120 gpm foam application equipment			.378	
4.8.3	30 lb. Metal-X or equivalent			.378	
4.8.4	200 gallons 3% - 6% AFFF/ATC foam concentrate in reserve			.379	

4.8.5*	Application equipment to complete a 250 gpm or			.378	

	greater application rate in reserve or immediately available				
4.8.6*	Arrangements for response of CFR equipment if local hazards warrant			.378	
4.8	**TOTAL**			**2.27**	

4.9 Medical Supplies and Equipment					
ITEM	**DESCRIPTION**	**YES X1**	**NO X0**	**NUMBER VALUE**	**SERC guidelines**
4.9.1	2- Blood pressure cuffs and stethoscopes			.227	
4.9.2	2- Thermometers (oral or tympanic)			.227	
4.9.3	Scale accurate to +/- 1/4 lbs.			.227	
4.9.4	Trauma kit			.227	
4.9.5	Portable oxygen unit with nasal canual and nonrebreather masks			.227	
4.9.6	Disposable bag value mask			.227	
4.9.7	Oral airways			.227	
4.9.8	Pharmaceutical supplies to support hazardous materials medical protocols as identified in interview section 1.3.			.227	
4.9.9	Advanced Life Support ambulance with transport capabilities.			.227	
4.9.10	Paramedics with toxicological training and capabilities either assigned to the team or available under inter-local or contractual agreement			.227	
4.9	**TOTAL**			**2.27**	

4.10 Reference and Research					
ITEM	**DESCRIPTION**	**YES X1**	**NO X0**	**NUMBER VALUE**	**SERC guidelines**
4.10.1*	Chemical Hazardous and Response Information System (CHRIS) Volume II Data Sheets			.174	
4.10.2*	NIOSH Pocket Guide to Chemical Hazards			.174	
4.10.3*	Condensed Chemical Dictionary			.174	
4.10.4*	Merck Index			.174	
4.10.5*	NFPA Fire Protection Guide to Hazardous Materials			.174	
4.10.6*	Handbook of Reactive Chemical Hazards			.175	
4.10.7*	Farm Chemicals Handbook			.175	
4.10.8*	ACGIH Threshold Limit Values ® and			.175	

	Biological Exposure Indices				
4.10.9 *	Emergency Response Guides for Chemical and Biological Warfare Agents – Sidwell or equivalent			.175	
4.10.10	PC or Laptop computer with field internet connectivity			.175	
4.10.11	Computer printer			.175	
4.10.12	CAMEO, ALOHA, MARPLOT with facility information for all facilities within the response jurisdiction or regional area of responsibility loaded.			.175	
4.10.13	Surface Air Monitoring Station for integration with ALOHA			.175	
4.10	**TOTAL**			**2.27**	

4.11 Personal Protective Equipment					
ITEM	**DESCRIPTION**	**YES X1**	**NO X0**	**NUMBER VALUE**	**SERC guidelines**
4.11.1	4 - SCBA 60 minute (for entry)				
4.11.2	6 - SCBA 30 minute (for decon) (can be 60 minute)				
4.11.3	2 - Additional 60 minute SCBA (for entry)				
4.11.4	Air cart for extended air line operations of 4 personnel				
411.5	Full Face Piece Air Purifying Respirator (APR) or Powered Air Purifying respirator (PAPR) properly fit tested for each team member and mimimum of P-100 and AG/OV/P100 general use cartridges				
4.11.6	20 pair of chemical resistant gloves which have been tested against the ASTM chemical test battery and which provide at least 5-hour breakthrough time to each of the materials in the test battery				
4.11.7	50 pair disposable boot covers				
4.11.8	10 pair chemical resistant boots with steel toe and steel shank. If any of these boots contribute to the chemical compatibility of a garment then those boots will have a chemical resistance equal or greater than the garment that they will be used with				
4.11.9*	6 - Vapor protective garments meeting standards established in NFPA 1991			.13	

4.11.10	6 - Vapor protective garments meeting standards established in NFPA 1991 in reserve			.13	
4.11.12	20 – Liquid Splash protective garments meeting NFPA 1992 or NFPA 1994 Class 2			.12	
4.11.13	20 - Particulate protective garments meeting the stdards estbliahsed ny NFPA 1994 Class 4 for use with biological or radiological materials			.12	
4.11.14	8 – 60 minute PP/SCBA meeting the standards established by NFPA 1981				
4.11.15	NFPA compliant firefighter protective clothing for each firefighter assigned to the team			.12	
4.11.16	Intrinsically safe PASS device for each SCBA unit			.12	
4.11.17	6 - Hearing protection for use with SCBA			.12	
4.11	**TOTAL**			**3.06**	

NOTES:

3.2.1 The intent of this question is to insure that technicians have actually had an opportunity to practice their skills in a simulated emergency situation. This could be conducted during the initial training of the technician but would also be a necessary part of any annual competency maintenance training or evaluation procedures.

4.1.2 SERC Model Procedure for Level of Service calls for the ability of a type III resource to be capable of providing decontamination of 3 patients. Therefore, this capability shall be available with the initial response.

4.1.5 The actual arrangement of a gross decontamination shower would be dependent upon the procedures used by the agency. Some agencies have elected to use four posted decontamination showers while others utilize hand held wands designed to flush the individual from head to toe. Either type arrangement would be valid provided the goals of gross decontamination by flushing and dilution are maintained.

4.1.7 – 4.1.11 Solutions of equivalent capabilities are acceptable

4.2.1 – 4.2.9 The inherent ability of hazardous materials emergencies to progress into longer-term operations dictates the need for effective rehabilitative efforts. Arrangements need to be in place for the sheltering of personnel during the

rehabilitation process in an area out of the heat and elements. The means by which this is accomplished can be varied. Ambulances, buses, ventilated tents and shelter are all possible means to achieve the desired outcome. It is not necessary that the agency have these resources in-house. However, if they are not available in-house, then written policies must be in place to obtain them within a reasonable period of time .

Any time phased resource support plan meeting the guidelines established by the SERC Model Procedures for Hazardous Materials Emergency Response Level of Service and the FFCA typing definitions would be considered in the evaluation of these elements.

Meals need not be maintained but policies must be in-place to obtain meals for responders during campaign operations. Hazardous materials response teams should be encouraged, however, to look towards maintaining this capability for disaster operations that might interrupt infrastructure sufficiently to prevent obtaining food from retail establishments. Field purchasing of meals would NOT be an acceptable arrangement due to potential infrastructure limitations

4.3.12 Generally speaking, most hazardous materials teams use a HazCat® or similar field testing system. However, tests kits capable of screen for the following characteristics would be appropriate:

Corrosivity (pH)
Radioactivity
Flammability/Combustibility screening
Water reactivity
Water solubility
Volatility (organic vapor production)
Oxidizer screening

4.4.6 Every member of the hazardous materials team operating on-scene needs to have radio communications with the safety officer and entry coordinator during entry operations. Therefore, this evaluation requires that all technicians operating on-scene have radio communication capabilities. At a minimum, one portable radio must be available for every entry team member who is at any level of dress, (multiple entry teams and back up teams) as well as any team member who is coordinating a function (decontamination, science, safety, group leader, etc…)

4.4.7 Chemical protective clothing creates severe limitations in communication abilities. Every person operating within the isolation must have radio communication capabilities that are effective in the level of protection that they are using.

4.6.12 If no open water marine environments exist within the jurisdiction then credit shall be

given.

4.7.5 & 4.7.6 If no NG system exists within the jurisdiction then credit shall be given

4.8.5 & 4.8.6 If the jurisdiction has aircraft crash fire rescue capabilities, then agreements need to be in place to obtain those resources provided the operational index of the airport facility is not jeopardized. If such agreements can not be obtained, mutual aid agreements need to be in existence to allow the development of foam application capabilities based upon the hazards of the community.

4.10.1 – 4.1.11 The items listed represent the minimum hard copy references that should be maintained. Hard copy references are essential to support operations during computer system failures. Standalone (non-internet based) computer databases covering these listed reference needs will be accepted ONLY if there is redundant computer capabilities immediately available (e.g. supervisor's vehicle is ALSO equipped with the databases and is available on all responses). Online databases or internet search will not be considered as appropriate replacement for hardcopy references due to potential field connectivity limitations and infrastructure disruptions. For a reference library to be considered equalvalent, it must be capable of ALL of the following elements.

- Dictionary or manual of chemical terminology
- Material name, formula and comprehensive synonym cross reference
- Comprehensive CAS number cross reference and formula data
- Common physical and chemical properties relating to state, volatility, solubility, combustibility
- Current exposure limit recommendations including PELs, REL's, ACGIH TLV's and NIOSH IDLH values
- Chemical incompatibilities and reactivity data
- Directory for pesticide names and hazards

- NFPA 704 rating data
- Chemical and biological weapon hazard/risk assessment information
- Medical treatment protocols

4.11.9 Although 4 Level A suits are all that would be required for a Level A entry (2 in 2 back up), this number of suits is not consistent with "real world" needs at any incident other than the simplest Level A emergency. Six suits should be considered the minimum. This would allow for 3- two person entry teams or 2- three person entry teams when a higher level of operational safety is required.

4.11.11 & 4.11.14 Extra points are awarded if all Level A or Level B garments are NFPA 1991 or NFPA 1992 compliant (respectively).

ASSESSMENT SUMMARY

AGENCY ASSESSED:
DATE OF ASSESSMENT:_____ CONDUCTED BY: _____

AREA	TOPIC	INTERVIEW	WALKTHRU	TOTAL	POSSIBLE
1	**Plans and Policies**				
1.1	Emergency Response Plan				6.25
1.2	Incident Command Policies				6.24
1.3	Medical Plans				6.24
1.4	Policies and Procedures				2.09
1.5	Personal Protective Equipment Plan				2.09
1.6	Air Monitoring Plan				2.09
			1 TOTAL =		**25.00**
2	**Human Resources**				
2.1	Staffing				12.50
2.2	Medical Monitoring				12.50
			2 TOTAL =		**25.00**
3	**Training**				
3.1	Employer Certification				4.16
3.2	Initial Training				10.42
3.3	Annual Refresher				10.42
			3 TOTAL =		**25.00**
4	**Equipment**				
4.1	Decontamination				2.27
4.2	Rehab and Extended Operations				2.27
4.3	Monitoring Equipment				2.28
4.4	Communications				2.27
4.5	Vehicle				2.27
4.6	Spill Control				2.27
4.7	Leak Control				2.27
4.8	Fire Control				2.28
4.9	Medical Supplies				2.27
4.10	Reference and Research				2.27
4.11	Personal Protective Equipment				2.28
			4 TOTAL =		**25.00**
			TOTAL ALL AREAS =		**100.00**

Frequently Asked Questions

During the pilot testing of this assessment tool several comments were received and reviewed. Some of the more frequent comments that emerged are discussed in the following pages:

Is it possible to assign sliding scales depending on questions and partial compliance?

The intent of the document is to be totally objective within the guidance provided. The tool is not intended to be definitive, but to provide the agency with a demonstration of compliance or identify areas for potential improvement. To assign sliding scales would be to indicate approval to be in partial compliance. While neither the developers, nor the SERC have the authority to indicate compliance, it is the intent that this assessment tool be utilized to assist agencies in ensuring compliance with both Federal Regulations and State Guidance.

The numerical weighting of individual elements reduced to decimals gives the indication of failure should someone fail to accomplish a high numerical overall score.

The intent is not to furnish a score indicative of a pass or fail, but only to furnish a picture of compliance. In order to obtain that picture a person must understand the tool. The tool is weighted to give a minimum number of points for compliance with mandatory regulatory items and normal equipment. The tool also awards additional points for those items deemed necessary for the autonomous operations of the team and to ensure teams can operate at maximum efficiency and safety.

Can we develop alternative service delivery methods? For example, if the flame ionization detector is carried by Fire Prevention, is it countable as available by the Hazardous Materials Response Team?

While this kind of question lends itself to being subjective, questioning of response team members by the assessor may indicate that the monitoring device is available “routinely” and that the entry personnel have been trained in the equipment’s use and maintenance. If the team is competent in the device's use, it is maintained in accordance with manufacturers recommendations and, it is available to responders in a timely fashion, then the assessor could award the "yes" response. The more appropriate alternative, if the team is properly manned and equipped, would be to have the individual assigned to the instrument also assigned to the team or the team maintains the instrument and makes it available to the Fire Investigators as needs dictate. Questions of this nature lend themselves to subjectivity, and the intent of the tool is to be as objective as possible based on response from administrative and response personnel.

My agency's personal protective equipment plan addresses 9 of the 11 items cited in the tool. Does this mean that I do not get credit for the PPE plan I have implemented?

The Federal Regulation of the Occupational Safety and Health Administration (OSHA) 29 CFR 1910.120(q)(10) states that "Chemical protective clothing and equipment to be used by organized and designated HAZMAT Team members, or to be used by hazardous materials specialists, shall meet the requirements of paragraphs (g)(3) through (g)(5) of this section". In order to do that, sections 29 CFR 1910.120 (g)(5) dictates the elements of the PPE Program. It would be inappropriate of the assessor to overlook missing elements in an effort to award a statistical value as opposed to assessing complete compliance.

Why are certain pieces of equipment weighted so highly when they are used so infrequently?

The logic behind the weighting of individual items is related to their importance of a team being self-sufficient after being dispatched to an incident. The individual team should be fully capable of performing a complete hazard and risk assessment and either render the area safe or decide that it is beyond the ability of the team to intervene in a positive manner. However, every team should be capable of performing certain intervention techniques. These include the flaring or venting of flammable gases, controlling routine chlorine releases, and monitoring for downwind hazards associated with any probable eventuality. The routine response to Liquefied Petroleum Gas (LPG) and Natural Gas (NG) dictates the need for response equipment associated with these routine releases. While some agencies may not have NG within their jurisdictions, the eventuality of mutual aid, or other agreements should mandate equipment of this type since it is readily adaptable to other types of piped materials.

It would be logical for assessors to note that no NG exist in the community, however, preparedness would indicate that many applications apply to the equipment associated with the LPG and NG industry. One to mention is anhydrous ammonia. It is important to keep in mind that this evaluation instrument was not only designed to indicate a team preparedness for response within its home community, but, also to deliver service in any region based upon mutual aid or regional response agreements.

Why do my team leaders need to be trained to the incident commander level?

Understanding the scope of response issues, the concerns of the State Emergency Response Commission, and the past experiences of hazardous materials response teams responding outside of their jurisdictions, it has become necessary to ensure that team leaders or company officers be trained to the incident commander level associated with hazardous materials incidents. This training will provide them with the knowledge and insight necessary to function in what otherwise may be a dysfunctional command structure. It is our intent to ensure that hazardous materials responders operate within a defined command structure and one that ensures personnel safety anywhere they may operate.

Why do I need to have a written air-monitoring plan for hazardous materials incidents?

While the regulation does not specifically dictate that hazardous materials response teams have a pre-designed air monitoring plan, it has been the developer's experience that teams with pre-established guidelines for air monitoring perform more efficiently. Monitoring for air-borne contaminants, which pose the greatest risk to the unprotected responder and civilians, is a necessity. An established methodology, with pre-established action levels, limits the individual and agency's liability. Guidance for the establishment of the air monitoring program is available through the EPA. Additional guidance is available through NIOSH and the ACGIH.

Why do I have to have a Site-Specific Safety Plan?

The Site-Specific Safety Plan is essentially the same as the health and safety plan as described in 29 CFR 1910.120(q)(10), (g)(5), (b)(1). Since the emergency response community does not have the opportunity to plan for every eventuality, the site-specific safety plan is a way to ensure the proper implementation of the ERP and SOGs/SOPs at the emergency scene. While much discussion has taken place nationally over the implementation of site-specific safety plans, there remains a consensus nationally that the site-specific safety plan provides insurance that proper tactics and safety considerations have been addressed prior to commencement of operations. It also is a part of the Incident Action Plan under the ICS. The site-specific safety plan is the briefing document for the hazardous materials safety officer during operations. Furthermore, the title and definition of the site-specific safety plan has been adopted by the National IMS Consortium.

What constitutes initial training?

The development team discussed this issue extensively. It was decided to follow accepted norms as available to all responders. The weighting is obviously toward compliance with all standards including those that recommend an amount of training greater than the OSHA minimums standards. Remember, under OSHA regulations the employer certifies the technician. Therefore, all agencies should identify what standards constitute and certifies a hazardous materials technician and they must document that certification process. Unfortunately, there is no way for this evaluation tool to measure individual competency. Therefore, this tool intends to measure compliance with regulations and guidance within the accepted standard of care.

While all response agencies have personnel with many years of service, there is no substitute for continuing education. During this assessment the agency will be measured on its written definition of acceptable level of education for certifying hazardous materials technicians and the documentation of that process. At a minimum this should concur with OSHA standards, the SERC Training Guidelines as well as consensus standards developed by other organizations. Based upon the OSHA, NFPA, HMEP and SERC guidelines, it is the developer's experience that it is impossible to bring a person to

the Technician Level of competency in the minimal hours identified by OSHA. However, credit is provided for meeting the minimum acceptable regulatory hours of training and additional weight is provided to those organizations that exceed the minimum hours in the interest of higher knowledge, skills and abilities.

What constitutes the seven technicians?

The group feels this question is adequately addressed in the note #2.1.1 of the interview phase. The assessor needs to be assured that adequate numbers of trained personnel are available to adequately implement technician level operations.

Why should my organization purchase equipment that might never be used in order to obtain a higher score?

It is not the intent of this document to encourage or dictate any agency to encounter economic impact as the result of the assessment. The assessment is just a tool to measure where you are in compliance with the current standard of care. Your jurisdiction may or may not need additional resources based on your agencies particular situation or availability for statewide response or mutual aid.

Equivalent equipment, what if my organization has a piece of equipment that will perform the same function as a piece of equipment on the tool?

It is the intent that consideration should be given to equivalent tools and devices performing essentially the same function. However, it is important to ensure that all the elements are met. This includes the knowledge that acid gases may render a multifunction instrument incapable of monitoring for a specific gas or vapor.

What is Risk based response?

Hazard based response is a relatively new concept to the emergency response community. It goes against all precedence of standard operating procedures and allows the “knowledgeable” individual to make decisions that are based on fact as determined by the hazard risk assessment. While established SOP’s provide a framework within which to operate, situations may dictate adjustments to standard practices based upon actual hazards and risks.

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