



CALIFORNIA OFFICE OF EMERGENCY SERVICES

Fire and Rescue Division
3650 Schriever Ave
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March 19, 2014

Fire & Rescue Division Hazardous Materials Section

BULLETIN # 21 (Version 2.0)

PROCEDURES FOR REQUESTING A HAZ-MAT TEAM TYPING INSPECTION

1. **FIRST:** The most important initial step is to be sure that the requesting agency be absolutely familiar with the FIRESCOPE *Standardized Equipment List (SEL)*. It is included on the Haz-Mat CD that will be sent to the requesting agency (more below), and it also can be accessed, downloaded, and printed from the following web-sites:

FIRESCOPE WEB SITE:

<http://www.firescope.org/ics-hazmat/pos-manuals/haz-equiplist.pdf>

Ca/EMA WEB SITE:

<http://www.calema.ca.gov/HazardousMaterials/Pages/HazMat-Team-Typing-Inspection-Program.aspx>

Part Two of the *SEL* contains a wealth of information. The *SEL* is divided into 13 Sections, with each section individually defined with regard to a specific intervention criteria. Within each Section (and sub-Sections), the individual equipment items listed are further described and defined with regard to use, application, performance, and number required. Lastly, the *SEL* also may indicate any additional requirements of the specified equipment item with regard to compliance to standards (i.e. NFPA 1991, 1992, and 1994), or certifications (i.e. Underwriter's Laboratories Intrinsically Safe testing criteria). During an inspection, each of these requirements will be reviewed.

2. **SECOND:** When an agency feels they are reasonably close to satisfying the requirements of the *SEL*, they are to submit an official "Letter of Request" for a **hazardous materials team typing inspection**. A sample Letter of Request is included at the end of this Bulletin. This letter should include:
 - a. Be on the requesting agency's official letterhead.
 - b. Be issued / signed by the Chief of the department or a designee (Deputy Chief, Assistant Chief, etc.).
 - c. Be brief, only a few paragraphs.
 - d. Indicate interest by the requesting agency in participating in the Cal/EMA Fire & Rescue Branch hazardous materials mutual aid program.
 - e. Indicate a designated "Point Of Contact" person for all future communications
3. **THIRD:** Upon receipt of the "Letter of Request", the following steps will be initiated / followed:

- a. A paper file will be opened in the name of the requesting agency. It will include copies of all correspondence and communications, copies of all original inspection records and results, copies of all "Pass" or "Fail" communications, and copies of congratulatory documents.
- b. An electronic file will be opened in the name of the requesting agency. It will include electronic copies of some correspondence, and copies of letters of notification. It also will include electronic e-mail records, e-mail notification lists, master contact groups, and point of contact information.
- c. A 2-page "Point Of Contact" letter will be sent to the requesting agency, prompting for additional information regarding communication contact information. A PDF copy of this Point-Of-Contact letter is on the CalEMA HazMat web page. Please provide complete information regarding:
 - Name and title of lead person to function as the main Point of Contact
 - Complete contact information including address, phone numbers, e-mail contact
 - The unit(s) to be typed, indicated by their regular departmental designation;
i.e. "HM-21"
 - Their street address location(s) including ZIP;
i.e. 3345 North Winter Street, Colfax, CA, 95432
 - The level of team typing (Type 1, Type 2, or Type 3) requested;
 - Suggested inspection dates.
- d. This "Point Of Contact" letter should be returned promptly to

Cal/EMA, Fire & Rescue Division
Hazardous Materials Section
Attention: Haz-Mat Team Typing Program
3650 Schriever Avenue
Mather, CA, 95655

4. **FOURTH:** Upon receipt of the "Point Of Contact" letter, the following steps will be initiated / followed:
 - a. A Haz-Mat CD will be sent to the Point of Contact. It will contain all information and sample forms and documents necessary to prepare for an inspection. All of these forms are also on our web site. A complete printed index will also be included of all files on the CD.
 - b. A packet of approximately 29 (or more) Haz-Mat Bulletins will be on the CD (and is also on our web site). It is vitally important that all of these Bulletins be reviewed in detail prior to the inspection. They are very helpful in answering a number of questions, and they also will help in preparing the requesting agency for the inspection. These Bulletins are on the CD.
 - c. A "Sample Copy" of the actual inspection forms used by the Inspection Team will be sent to the point of contact person. This document should be used by the requesting agency to conduct a "self-inspection". This helps insure that the designated response unit to be inspected is reasonably close to passing the inspection. Sample inspection forms are on the CD and on our web page.
 - d. Other documents on the CD that should be opened, printed, and reviewed are:
 - FIRESCOPE SEL
 - Photo Documentation Document
 - Haz-Mat Team Typing Program Explained
 - e. The submitted suggested dates for inspection will be reviewed, and one date will be selected that is compatible with the inspection team calendar.
 - f. The requesting agency will be notified of the date selected.

FOR MORE INFORMATION REGARDING THE INSPECTION PROCEDURES, CONTACT:

Jan Dunbar, Assistant Chief, Special Operations
Fire & Rescue Branch , California Emergency Management Agency
3650 Schriever Ave, Mather, CA, 95655

FOR INFORMATION REGARDING THE INSPECTION PROCESS, SEE BULLETIN # 22



Randy R. Bruegman
Fire Chief

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Fresno, California 93721
(559) 621-4199 FAX (559) 498-4261
www.fresno.gov

August 4, 2008

Kim Zagaris, State Fire and Rescue Chief
Office of Emergency Services, Fire and Rescue
3650 Schriever Avenue
Mather, CA 95655

Dear Chief Zagaris:

The City of Fresno Fire Department would like to request an assessment inspection for the typing of resources as part of the California Fire Resource Inventory System ("CFRIS"). Staff has reviewed the information provided by the Office of Emergency Services related to mandated training, staffing, and equipment. At this time, staff believes the Department meets the qualifications listed for the California Hazardous Materials Response Capabilities Typing for Hazardous Materials Response Type 1 and Hazardous Materials Type 3 Teams. Staff anticipates the development of an additional Hazardous Materials Response Type 1 Team will occur in August 2008.

Please arrange for the field inspection through Battalion Chief Chuck Tobias at (559) 240-2272 or Captain Steven Byers (559) 905-7523, Hazardous Materials Response Section.

Sincerely,

Randy R. Bruegman
Randy Bruegman, Fire Chief

RRB/JLA:ls

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AUG 07 2008

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SAMPLE LETTER OF REQUEST for HMRT INSPECTION