March 19, 2014

Fire & Rescue Division
Hazardous Materials Section

BULLETIN # 22
(Version 1.2)

THE HAZ-MAT TEAM TYPING INSPECTION PROCESS

1. Upon the selection of an inspection date by the Haz-Mat Team Typing Inspection Team, the requesting agency will be notified. A detailed memo (usually by e-mail communications) outlining the inspection process will be sent to the “Point-Of-Contact” person. It will verify:
   a. The inspection date and time;
   b. The inspection location by proper street address and ZIP code;
   c. The lead person that will be present as the Point-Of-Contact

2. The inspection process is as follows:
   a. On inspection day, all SEL hazardous materials items, tools, and equipment should be removed from the apparatus prior to the arrival of the inspection team.
   b. It is recommended that the equipment be displayed on the apparatus room floor, and/or on tables. This facilitates the inspection process of individual items and kits.
      • Some of the electronic detection devices may be required to be turned on at the request of an inspector to verify substance agent capability.
      • Chemical protective clothing will be inspected to insure proper NFPA label requirements are present.
      • Absorption substances will need to be inspected to insure the label correctly corresponds to the SEL requirements.
      • Absorption pads, pillows, and pigs will need to be inspected to insure proper labeling.
      • Mechanical plugging and patching kits will be inspected to insure inventory of all required parts are present.
      • Other kits, such as Zone Marking Kit, Trauma Kit, hand tools kits, sampling kits, etc., may be spot-checked for proper inventory.
c. It is recommended that one or two members of the on-duty Haz-Mat Team be assigned to accompany the inspection team to help in identifying the location and type of specific inventory equipment, once the inspection begins.

d. The inspection process closely follows the listing of the *SEL* equipment items in chronological order.

e. The inspection team will take time to inspect for (but not limited to):

   - **Standards:** Various equipment items that must meet a specified performance standard (i.e. NPFA labels inside CPC suits; intrinsically safe labels on walkie talkies, etc) as noted in the *SEL* will be documented.

   - **Certifications:** Compliance to specific certification requirements as noted in the *SEL* will be documented (i.e. Specific capabilities of specified absorbent substances is indicated on the label; Sampling containers meet EPA sterile protocols, etc.)

   - **Inventory:** The exact number and type of articles and/or parts that are specified to be present in designated “kits” or individual *SEL* inventory item number will be documented. Kits and/or equipment items must be complete.

   - **Functionality:** Complete functionality of selected equipment and/or items may be spot-checked. Regarding the computer system and associated software, all required software, electronic databases, and document / graphics formats will be checked, as described in the *SEL*.

3. Training Records:

   a. Please be prepared to provide certified documentation of completion of the required training for the appropriate Haz-Mat Team Type:

      - **Type 3** – Five members trained to CSTI *HMT* (160 hour)
      - **Type 2** – Five members trained to CSTI *HMS* (80 additional hours), in addition to the HMT requirements
      - **Type 1** – Seven members trained to CSTI *HMS*, and also trained to CSTI *HM/Weapons of Mass Destruction: Terrorism* [Title 19 CCR 2520(ff)] or equivalent.

   b. Please be prepared to provide certified documentation of completion of at least one (1) member of the those indicated in (a) above to the CSTI Assistant Safety Officer/Haz-Mat course [Title 19 CCR 2520(r)], or equivalent [ICS-HM-222-5].

4. Inspection Team Agenda:

   a. Upon arrival, the inspection team will conduct a short 5 – 10 minute “Pre-Inspection” meeting.

   b. Inspection begins. The inspection process takes about 1 ½ to 3 hours.

   c. Photographs may be taken for educational purposes.
d. Upon conclusion of the inspection, the inspection team will conduct a 30 minute “Post-Inspection” debriefing.

e. Tentative “Pass – Fail” results will be discussed.

f. Review of missing items will be presented.

g. Explain the procedure to “catch up” (acquisition of missing equipment).

h. Explanation of the Cal EMA Fire & Rescue” Haz-Mat Team activation process will be provided.

5. Development of documents:

a. Copies of all inspection reports will be made and mailed to the requesting agency:
   - Copy of the actual Equipment Inspection Record.
   - Copy of the actual Training Inspection Record.

b. Other reports and documents will be drafted, and copies mailed to the requesting agency:
   - **HMRT Company Equipment Fail** – A letter indicating a “Fail”, and itemizing all individual items (in SEL chronological order), including individual items missing from kits. This letter will explain the process needed in follow-up in order to correct the equipment “Fail” to a “Pass”.

   - **HMRT Company Training Fail** – Additionally, this letter will document any discrepancies found when inspecting the Training Records. This letter will explain the process needed in follow-up in order to correct the training “Fail” to a “Pass”.

   - **HMRT Company Pass** – A letter indicating a “Pass” acknowledging this accomplishment. It will document and specify the official Team Typing status achieved, and that the team is in compliance.

   - **HMRT Company Pass** – A separate letter of congratulations is sent to the Chief of the Department or Agency requesting the inspection. It is issued and signed by the Chief of the Fire & Rescue Branch, Cal EMA.

c. The Cal EMA Fire & Rescue Branch Master Mutual Aid lists will be amended to include the agency’s haz-mat company as being certified as a Type 1, Type 2, or a Type 3 HMRT.

6. Examples of the layout and preparation of the equipment and tools on the apparatus floor are shown in the photos on the following page.