



CALIFORNIA OFFICE OF EMERGENCY SERVICES

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Fire & Rescue Division Hazardous Materials Section

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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.

