



## CALIFORNIA EMERGENCY MANAGEMENT AGENCY

Fire and Rescue Division  
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August 1, 2012

## Fire & Rescue Division Hazardous Materials Section

### **BULLETIN # 28** (Version 2.1)

## HMRT RESOURCE TYPING RE-INSPECTION PROGRAM

### **PURPOSE:**

To adopt and institute a program of re-inspecting certified Type 1, Type 2, and Type 3 hazardous materials response companies; To establish a five (5) year re-inspection cycle; To insure that previously inspected and certified hazardous materials response companies are remaining in compliance with the FIRESCOPE Hazardous Materials Standardized Equipment List (SEL) and training requirements.

### **TARGET:**

The institution of a re-inspection program shall be based upon a five (5) year cycle. This five year cycle is predicated upon:

- a. Average shelf life issues regarding protective clothing, chemicals, test strips, etc.
- b. Computer chemical databases, software upgrades, and subscription services.
- c. Computer operating system versions not more than 2 versions old.
- d. Due to employee turnover, specified training for current assigned response team members is current.

### **OBJECTIVES:**

- To insure that compliance to specified industry standards, requirements, and certifications (i.e. NFPA, UL, ASTM, EPA, etc) is being maintained as they apply to specific tool or equipment items.
- To examine Issues regarding Shelf Life (i.e. protective clothing, Colorimetric Tubes, etc) are being addressed and correctly managed.
- To verify that Instrument upgrades, recertification, replacements and/or modifications (i.e. survey instruments, radiological instruments, walkie talkies, etc) are current where applicable.
- To verify that the on-board computer system and operating software system(s) are current (i.e. within 2 Versions)

- To assure that software databases (i.e. electronic and printed) are current and are not more than two (2) editions or versions out-of-date.
- To assure that all appropriate training records for assigned personnel are current as required.

#### **WEB-PAGE ACCESS TO DOCUMENTS:**

As of this date (July, 2012), documents that contain complete description and explanation of the new Fire & Rescue Division Haz-Mat Team Typing Re-Inspection Program, each as reviewed individually below, include guidelines, information and instructions as how to request a HMRT Team Typing Re-Inspection. These documents have also been added to a new section on our web-page:

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

#### **DOCUMENTATION OF ORIGINAL INSPECTION:**

A “*Certificate of Achievement*” shall be issued to verify and document the original (initial) Haz-Mat Resource Typing status awarded (Type 1, Type 2, Type 3). Certificates shall be numbered in chronological order of issue. For example, Certificate # **OR-2006-01** indicates it is documenting the **OR**iginal inspection, awarded in year **2006**, and consecutive number is **#01**. The Certificate shall indicate it is the “Original” and it will be valid for five (5) years from the official documented issue date.

A facsimile copy of the original (initial) “*Certificate of Achievement*” is included at the end of this Bulletin. It can also be accessed on our web-site (noted above) and selecting:

<http://www.calema.ca.gov/HazardousMaterials/Documents/Cert%20Facsimile%20Initial%20Inspection.pdf>

#### **INVITATION TO PARTICIPATE IN RE-INSPECTION PROGRAM:**

A letter will be sent to all fire agencies announcing the introduction of the 5 year cycle haz-mat company typing re-certification program. It will be issued by the Chief of the Fire & Rescue Division and will invite and encourage agencies to participate in the re-certification program. A sample copy of that letter is included at the end of this Bulletin. It can also be accessed on our web-site (noted above) and selecting:

<http://www.calema.ca.gov/HazardousMaterials/Documents/LetterHead%20INV%20to%20Inspect%20RE-INSPECTION%20ZAGARIS%20Facsimile.pdf>

#### **NOTIFICATION TO SELECT A RE-INSPECTION DATE:**

A letter will be sent to each individual agency having had one or more of their haz-mat units successfully pass a Haz-Mat Team Typing Inspection, and it will include the expiration date of the previous inspection. It will be issued by the Assistant Chief of Special Operations, Fire & Rescue Division. It will be used as a reminder that a five-year cycle re-certification inspection is due, should the agency decide to continue to participate in the Haz-Mat Team Typing project. It will also provide additional information regarding the steps to be taken. A sample copy of that letter is included at the end of this Bulletin. It can also be accessed on our web-site (noted above) and selecting:

<http://www.calema.ca.gov/HazardousMaterials/Documents/HMTT-RE-INSPECTION%20DUE%20Invite%20Dunbar%20Sample.pdf>

Upon receipt of the re-inspection letter the agency should initiate plans to contact the Special Operations Section of Fire & Rescue Division, CalEMA to schedule a re-inspection.

**REQUESTING A RE-INSPECTION:**

Upon expiration of the initial (original) five year cycle, the agency to whom the original typing certification was awarded has one (1) year to request for a Haz-Mat Company Typing re-inspection. The re-inspection must take place within this one year timeframe (a one year window).

If a Hazardous Materials Company Typing re-inspection is not requested within this one year window, the designated Team Typing (Type 1, Type 2, or Type 3) certification will be in default and become invalid. In order to regain a full bonafide company typing status, a full and complete on-site inspection must be requested, and administered by the Fire & Rescue Division, Hazardous Materials Section of Cal EMA.

**FREQUENCY OF RE-INSPECTIONS:**

After the initial (original) Team Typing inspection, all subsequent Haz-Mat Company Typing re-inspections will be based upon a 5-year cycle. Re-inspections will be due every five (5) years.

**DOCUMENTATION OF EACH RE-INSPECTION:**

A “*Certificate of Achievement*” shall be issued to each agency to verify and document the recertification of the specified Haz-Mat Resource Typing status. Certificates shall be numbered in chronological order of issue. For example, Re-Certification # **RE-2012-75** was awarded in year **2012**, consecutive number is **#75**, and **RE** designates “Recertification” inspection. The Certificate shall indicate it is a “Re-Cert” and it will be valid for five (5) years from the official documented recertification issue date.

A facsimile copy of the re-inspection “*Certificate of Achievement*” can be accessed on our web-site (noted above) and selecting:

<http://www.calema.ca.gov/HazardousMaterials/Documents/Cert%20Facsimile%20Re-Inspection.pdf>

**RECERTIFICATION PROCEDURE:**

**Notification:** The “*Letter To Participate from HazMat Section, Special Operations*” (discussed above) will be sent to the Agency reminding and informing them that their current Hazardous Materials Company Typing certification is due to expire at a specified date, or that it has expired.

This letter will also include a “check-off” list intended to be used as a helpful tool. It will guide the user through the steps noted below in a chronological order.

**Initiation:** Upon notification that a haz-mat resource typing inspection is due, the Agency shall then submit a letter, on their agency letterhead, requesting a Hazardous Materials Company Typing “Re-Inspection”. This letter should be submitted within one (1) year of the previous inspection expiration date. If a re-inspection request is not sent by the time of expiration date, a full and complete on-site equipment inspection may be necessary.

**Preparation Process:** An instructional packet will be sent to the Agency describing the process and steps to be taken for the Re-Inspection:

First Step – POINT-OF-CONTACT: Complete and re-submit a new **“Point-Of-Contact” letter** to assure our records are current and accurate. It is imperative that we have accurate e-mail and mailing addresses for a specified individual. A copy of the “Point-Of-Contact” letter can be accessed on our web-site (noted above) and selecting:

<http://www.calema.ca.gov/HazardousMaterials/Documents/HMTT%20Point-Of-ContactLetterSample.pdf>

Second Step – SURVEY: A preliminary **“Re-Inspection Survey Questionnaire” document** will be sent via e-mail or by USPS. It will query many issues and prompts the Agency to conduct a quick “Self-Inspection” of the equipment. This survey document will review many items in the FIREScope SEL in a manner and with the intent of shortening the actual On-Site inspection. The survey document will contain the bulk of low-maintenance equipment items, disposables, and low cost items. The survey document must be completed and sent back before the next series of steps can be initiated. The survey will be examined for accuracy and completeness. A copy of the “Re-Inspection Survey Questionnaire” document can be accessed on our web-site (noted above) and selecting:

<http://www.calema.ca.gov/HazardousMaterials/Documents/HMTT-RE-INSPECTION%20EQUIP%20SURVEY%20Facsimile.pdf>

Third Step – SELECT DATE: Once the preliminary “Re-Inspection Survey Questionnaire” document is returned and examined, a **date and place** for the On-Site portion of the Re-Inspection will be selected. Suggested dates can be included on page 2 of the “Point-Of-Contact” letter (Step One above). If dates were not included, the agency will be contacted to select an appropriate date for the on-site inspection.

Fourth Step – CONDUCT ON-SITE RE-INSPECTION: The On-Site Re-Inspection will be conducted by the Inspection Team using an **“On-Site Re-Inspection Record”**. The re-inspection will last about 1 to 1 ½ hours. It will be an abbreviated inspection as compared to the Original inspection. Only specified equipment and tools will be targeted and displayed for inspection and examination, and will consist mostly of high-maintenance items, kits, electronic instruments, high-cost items, and items prone to cyclic “shelf life”. The “On-Site Re-Inspection Record” will outline and list the equipment and tools that will be included in the on-site re-inspection. A facsimile copy of the “On-Site Re-Inspection Record” that will be used by the Inspection Team can be accessed on our web-site (noted above) and selecting:

<http://www.calema.ca.gov/HazardousMaterials/Documents/HMTT-RE-INSPECTION%20EQUIP%20ON-SITE%20record%20Facsimile%202.pdf>

Additionally, a “spot check” of ten additional SEL items included in the “Re-Inspection Survey Questionnaire” self-inspection will be selected by the Inspection Team upon their arrival for the re-inspection as part of the on-site inspection.

Fifth Step – REVIEW TRAINING RECORDS: During the on-site portion of the Re-Inspection, **Training Records** shall be inspected again. Inspection of the Training Records will be exactly as that as conducted during the Original inspection. A facsimile copy of the “*Training Inspection Record*” that will be used by the Inspection Team can be accessed on our web-site (noted above) and selecting:

<http://www.calema.ca.gov/HazardousMaterials/Documents/HMTT-INSPECTION%20trainingRecord%20Sample%20PDF.pdf>

Sixth Step – NOTIFICATION OF RESULTS: A formal letter will be sent to the agency notifying them of the status and results of the re-inspection (Pass/Fail).

Seventh Step – ISSUE OF CERTIFICATE: Upon documentation of a “Pass”, a “*Certificate of Achievement*” and a letter of congratulations shall be sent to the department head.



# Certificate of Achievement

This is to verify that

## Calamity Fire Department, Hazmat Unit # 1

Successfully passed the Cal EMA Fire & Rescue Division  
Hazardous Materials Company Typing Inspection  
And has achieved a Haz-Mat Resource Typing Status of:

### H M R T T Y P E 1

# 091  
INSPECTION #

# OR-2012-081  
CERTIFICATION NO.

25 October 2012  
OFFICIALLY DOCUMENTED

*Kim Zagaris*

Kim Zagaris, Chief  
Fire & Rescue Division

*Jan R. Dunbar*

Jan Dunbar, Assistant Chief  
Special Operations Unit

VALID: 5 Years

ORIGINAL  RE-CERT



April 30, 2012

Xxxx Xxxxxxxx, Fire Chief  
Yyyyyyyyyy Fire Department  
1234 25<sup>th</sup> Street  
Zzzzzzz, CA., 93291

Subject: Haz-Mat Team Typing Program – 5 Year Re-Certification

Dear Chief Xxxxxxxx:

On behalf of the CALIFORNIA EMERGENCY MANAGEMENT AGENCY, Fire & Rescue Division, I would like to thank you for participating in the Hazardous Materials Company Typing and Inspection program, and again congratulate you and the members of your department on successfully obtaining a FIRESCOPE ICS-HM-120 Typed Resource within your Department.

We would like to inform you that we are expanding and improving this program by adopting a 5-year team typing re-certification concept for those hazardous materials units that have previously been inspected and successfully achieved the initial (original) Type 1, Type 2, or Type 3 status. The new program will adopt the following criteria:

- The initial (original) typing status and certification is valid for 5 years;
- Certificates of Achievement will be issued to document haz-mat typing status;
- Upon expiration of the 5 year term, an abbreviated on-site re-inspection will be due;
- The re-inspection certification will be valid for 5 years;
- Certificates of Achievement will be issued to document haz-mat typing status

I would again like to encourage and invite you to continue to participate in this voluntary program. Your previous support of this program has strengthened the hazardous materials response capabilities and mutual aid resources in the State of California.

If you do wish to continue supporting and participating in the hazardous materials resource typing project, please contact the Assistant Chief of the Special Operations Unit at (916) 845-8483. A detailed packet of information will be sent to your designated "Point of Contact" person explaining the procedures.

Sincerely,

KIM ZAGARIS  
State Fire and Rescue Chief

cc: Cal EMA FIRESCOPE  
Cal EMA Special Ops Chiefs & Region Chief  
Fire and Rescue Region - - -  
Fire and Rescue Operational Area X - -  
Staff  
File

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April 30, 2012

Xxxx Xxxxxxxx,  
 Yyyyyyyyyy Fire Department  
 1234 25<sup>th</sup> Street  
 Zzzzzzz, CA., 93291

Subject: Haz-Mat Team Typing Program – 5 Year Re-Certification Inspection Is Due

Dear Xxxxx

On behalf of the CALIFORNIA EMERGENCY MANAGEMENT AGENCY I would like to thank you for participating in the Fire & Rescue Division's Hazardous Materials Company Typing program, and again congratulate you and the members of your department on obtaining typing as a:

**FIRESCOPE ICS-HM-120-Type 1 Hazardous Materials Department.**

We would like to inform you that we are expanding and improving this program by adopting a 5-year team typing re-certification concept for those hazardous materials units that have previously been inspected and successfully achieved the initial (original) Type 1, Type 2, or Type 3 status. The new program will adopt the following criteria:

- The initial (original) typing status and certification is valid for 5 years;
- Certificates of Achievement will be issued to document the original haz-mat typing status;
- Upon expiration of the 5 year term, an abbreviated on-site re-inspection will be due;
- The re-inspection certification will be valid for 5 years;
- Certificates of Achievement will be issued to document each re-inspection haz-mat typing status

According to our records, we would like to inform you and your agency that your initial (original) haz-mat company typing was issued:

**January 5<sup>th</sup>, 2007, Haz-Mat Unit "HM-45", Type 1**

Therefore, this letter is to advise that a haz-mat company typing re-inspection is due. A re-inspection must be completed within one (1) year of expiration. Your "window of opportunity" to call for a haz-mat typing re-inspection is:

**January 5<sup>th</sup>, 2012 to January 5<sup>th</sup>, 2013**

We continue to encourage and invite you to participate in this voluntary program. Your previous support of this program has strengthened the hazardous materials response capabilities and mutual aid resources in the State of California.

If you do wish to continue supporting and participating in the hazardous materials resource typing project, please use the following steps as a guide and checklist:

1. Complete and return the enclosed / attached "Point-of-Contact" form letter so that we can update our records. Receipt of this letter will initiate the re-inspection process.



- 2. A preliminary "Re-Inspection Survey Questionnaire" will be sent to the designated Point-of-Contact person. This survey should be used to conduct a "self-inspection" regarding about 1/3 of the equipment in the Standardized Equipment List. Please return this survey.
- 3. Upon receipt of the survey, this office will then contact you to determine an appropriate inspection date for the on-site re-inspection. The re-inspection will be an abbreviated inspection which includes the remaining 2/3rds of the equipment in the Standardized Equipment List.
- 4. An abbreviated on-site re-inspection of designated equipment and tools will be conducted. A copy of this "Re-Inspection Record" will be provided in advance of the inspection.
- 5. Also inspected will be a review of your haz-mat training records to assure they are current. Please have them at the ready.
- 6. Upon completion of the re-inspection, a formal letter will be sent to the agency notifying of the status and results of the re-inspection (Pass / Fail).
- 7. Upon documentation of a "Pass", a "Certificate of Achievement" will be sent to the department or agency.

A complete description and explanation of the five (5) year automatic Hazardous Materials Resource Typing re-inspection and re-certification program, along with all of the appropriate forms and documents, can be found in the Fire & Rescue Division, Hazardous Materials Section, Bulletin # 28 "HMRT RESOURCE TYPING RE-INSPECTION PROGRAM". This Bulletin can also be accessed on the Cal EMA Hazardous Materials Web Site at:

<http://www.calema.ca.gov/HazardousMaterials/Pages/Hazardous-Materials.aspx>

Sincerely,

JAN DUNBAR  
Division Chief  
Fire & Rescue Division  
Special Operations

cc: File

# Fire & Rescue Division - Hazardous Materials Section

## HAZ-MAT TEAM TYPING INSPECTION and RE-INSPECTION PROGRAMS

