



## CALIFORNIA OFFICE OF EMERGENCY SERVICES

Fire and Rescue Division  
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December 27, 2021

## Fire & Rescue Division, Special Operations & Hazardous Materials Section

### **BULLETIN # 21** (Version 2.2)

## PROCEDURES FOR REQUESTING A HAZMAT TEAM TYPING INSPECTION

1. **FIRST:** One of the initial steps are to ensure that the requesting agency be completely familiar with the FIRESCOPE *Standardized Equipment List (SEL)*. The SEL can be accessed, downloaded, and printed from the following websites:

[FIRESCOPE WEBSITE](#)

[Cal OES WEBSITE](#)

Part Two of the *SEL* contains a wealth of information. The SEL is divided into 13 Sections, with each section individually defined regarding a specific intervention criterion. Within each Section (and Sub-Sections), the individual equipment items listed are further described and defined regarding use, application, performance, and number required. Lastly, the SEL also may indicate any additional requirements of the specified equipment item regarding 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 has met 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:
  - a. Be on the requesting agency's official letterhead.
  - b. Be issued / signed by the Chief of the department or a designee (Deputy Chief, etc.).
  - c. Be brief (Only a few paragraphs)
  - d. Indicate interest by the requesting agency to participate in the Cal OES Fire & Rescue Branch Hazardous Materials Mutual Aid Program.
  - e. Indicate a designated "Point of Contact" person for all future communications.

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3. **THIRD:** Upon receipt of the “Letter of Request”, the following steps shall be initiated / followed:
- a. An electronic file will be opened in the name of the requesting agency. The file will include electronic copies of some correspondence, and copies of letters of notification. It also will include electronic email records, email notification lists, master contact groups, and point of contact information.
  - b. A [point of contact letter](#) will be sent to the requesting agency requisitioning additional contact information. A PDF copy of this Point of Contact letter is on the Cal OES HazMat web page.
  - c. Please provide complete information regarding:
    - The name and title of 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-5”
    - 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 by email or mailed to:  
Cal OES, Fire & Rescue Division  
Hazardous Materials Section  
Attention: Brian Mancebo  
3650 Schriever Avenue  
Mather, CA, 95655
4. **FOURTH:** Upon receipt of the “Point of Contact” letter, the following steps will be initiated / followed:
- a. The requesting agency should visit the Cal OES HazMat website. All information, sample forms, and inspection documents needed to prepare for an inspection are available for review.
  - b. It is vitally important that all the HazMat Team Typing Bulletins posted on our website be reviewed in detail prior to the inspection. The bulletins provide answers to common questions and assist in the preparation for the requesting agencies typing inspection.
  - c. A “Sample Copy” of the inspection forms used by the Inspection Team will be provided to the main point of contact person. This document should be used by the requesting agency to conduct a “self-inspection”. The self-inspection aides the response agency in preparation for the typing inspection Sample inspection forms are on our web page.
  - d. Other documents on the webpage that should be opened, printed, and reviewed are:
    - FIREScope SEL
    - Photo Documentation Document
    - HazMat 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 and if the inspection will be performed Virtually using FaceTime or Onsite and In-Person. The requesting agency shall refer to Bulletin 22 for more information on how inspections are conducted.

**FOR INFORMATION REGARDING THE INSPECTION PROCESS, SEE BULLETIN # 22**

**FOR MORE INFORMATION REGARDING THE INSPECTION PROCEDURES, CONTACT:**

Brian Mancebo, Senior Emergency Services Coordinator  
Fire & Rescue Branch, California Governor's Office of Emergency Services  
3650 Schriever Ave, Mather, CA, 95655  
(916)845-8292  
[brian.mancebo@caloes.ca.gov](mailto:brian.mancebo@caloes.ca.gov)

Or

Chuck Tobias, Assistant Chief, Special Operations  
Fire & Rescue Branch, California Governor's Office of Emergency Services  
3650 Schriever Ave, Mather, CA, 95655  
(559)824-0950  
[chuck.tobias@caloes.ca.gov](mailto:chuck.tobias@caloes.ca.gov)

Or

Jack Fry, Assistant Chief, Special Operations  
Fire & Rescue Branch, California Governor's Office of Emergency Services  
3650 Schriever Ave, Mather, CA, 95655  
(916) 628-7015  
[jack.fry@caloes.ca.gov](mailto:jack.fry@caloes.ca.gov)

**SAMPLE LETTER OF REQUEST for HMRT INSPECTION**



**Randy R. Bruegman**  
Fire Chief

911 H Street  
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

**RECEIVED**

**AUG 07 2008**

**OES FIRE & RESCUE**