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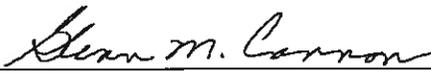
**PEMA Directive**

**Subject:**  
Hazardous Material Response Team State Certification/Re-certification Criteria

**Scope:**  
Current and Potential State-Certified Hazardous Material Response Teams

- Distribution:**
- County Emergency Management Coordinators
  - Commanders, State-certified Hazardous Materials Response Teams
  - Chairs, County Local Emergency Planning Committees
  - [www.pema.state.pa.us](http://www.pema.state.pa.us) (required)

**By Direction of:**



Glenn M. Cannon, Esq.  
Director, PA Emergency Management Agency

**I. INTRODUCTION**

- A. The Pennsylvania Hazardous Material Emergency Planning and Response Act (Act 1990-165, as amended and hereinafter referred to as Act 165) was passed to follow the provisions established in the federal Emergency Planning and Community Right-To-Know Act of 1986 (Title III of Public Law 99-499, 42 U.S.C. § 11001 & 11002, et seq.), also referred to as SARA, Title III. Act 165 has many objectives, but as it relates to this Directive, the overall objective was to create a strong working relationship and partnership in the commonwealth between businesses, industries, counties, and municipalities in order to protect and safeguard the citizens of this commonwealth from the health hazards and other risks of harm resulting from, or incident to, the use, storage, distribution, and transportation of hazardous materials (HAZMATs). Act 165 established and maintained a comprehensive HAZMAT safety program for the commonwealth and its counties, and created the Hazardous Material Response Fund (HMRF) to provide financial assistance to commonwealth departments, agencies and counties in order to develop an effective and integrated response capability to the health hazards, dangers, and risks which HAZMAT releases pose to the general public.
- B. Act 165 established the emergency notification system. Should a release of HAZMATs occur either at a facility or result from a transportation related (highway or rolling stock) accident, required information about that release will be reported to the county Emergency Management Agency (EMA) and Pennsylvania Emergency Management Agency (PEMA). Various commonwealth departments and agencies, as well as local agencies, are assigned responsibilities

**Comments and Questions Regarding this Directive Should be Directed to:**  
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to ensure the development and furtherance of a comprehensive HAZMAT safety program. Civil liability protection is provided to officials and emergency response personnel of the commonwealth, counties, and municipalities who are properly carrying out their duties and responsibilities under the commonwealth's HAZMAT safety program. Lastly, persons responsible for the release of HAZMATs are required to pay the costs incurred by certified Hazardous Material Response Teams (HMRTs) and supporting paid and volunteer emergency service organizations for emergency response activities necessitated by the HAZMAT release.

## **II. HAZARDOUS MATERIAL RESPONSE TEAM MISSION**

The mission of a state-certified HMRT is to assist the Authority(ies) Having Jurisdiction (AHJ) within their authorized response area(s), during the release of a HAZMAT (as defined by Act 165 and related Directives) by providing advice, guidance, and/or an offensive capability to assist in the containment, control, and neutralization of the release so as to aid in the protection of the citizens, environment, and property within the commonwealth from death, injury, and continuing damage or exposure, as applicable.

## **III. PURPOSE**

The purpose of this Directive is to:

- A. Describe the procedures to request a certification or re-certification assessment, and for crediting training and certification under the HAZMAT safety program.
- B. Identify the standards for certification and re-certification, and the guidelines that are considered by PEMA when certifying or recertifying HMRTs.
- C. Provide guidance to government, volunteer, and privately-owned organizations (with the exception of private industry sponsored on-site emergency response teams) in the development of programs, plans, and response capabilities to prepare for a state assessment and fulfill the standards for certification so that they may support county EMAs to provide HAZMAT response capability throughout the county.

## **IV. BACKGROUND**

- A. PEMA has prepared this Directive under the Pennsylvania's Hazardous Material Emergency Planning and Response Act, Act 1990-165, as amended. The Agency is directed to establish and maintain a comprehensive hazardous material safety program for the commonwealth and its counties, and prescribe standards for HMRT training, equipment, safety, operations, and administration.
- B. PEMA, Bureau of Planning and Preparedness, Technological Hazards Division (BOPP/THD) is responsible for managing the State HMRT Certification Program.

- C. A copy of this Directive and its attachments are available on the PEMA website to provide a description of the process to request a certification assessment and the current standards that will be referred to in order to determine whether a team is eligible to be assessed for HMRT certification or re-certification.

## **V. SCOPE**

- A. This Directive provides a comprehensive guide to administrative and technical requirements for current and potential HMRTs.
- B. This Directive is intended for use by the applicant and administrators and utilizes several guidance documents familiar to professionals in the HAZMAT field:
  - 1. The Occupational Safety and Health Administration (OSHA) Standard for Hazardous Waste Operations and Emergency Response, 29 CFR 1910.120
  - 2. The NFPA® 472 Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction (WMD) Incidents
  - 3. The United States Department of Health and Human Services (HHS), Centers for Disease Control and Prevention (CDC) National Institute for Occupational Safety and Health (NIOSH), Occupational Safety and Health Guidance Manual for Hazardous Waste Site Activities, Publication No. 85-115
- C. Each of these guidance documents reference applicable federal standards; teams must be able to meet these standards in order to qualify for state certification.

## **VI. AUTHORITY AND REFERENCES**

- A. United States Environmental Protection Agency (EPA), Subchapter 1, Solid Wastes, 40 Code of Federal Regulations (CFR) Part 261 through 263, Parts 302, 311, 355, and 370
- B. United States Department of Transportation (DOT), Pipeline and Hazardous Material Safety Administration (PHMSA), Subchapter C, Hazardous Material Regulations, 49 CFR, Part 171-178
- C. Federal Emergency Management Agency's (FEMA's) National Preparedness Directorate, United States Department of Homeland Security (DHS): Homeland Security Exercise and Evaluation Program (HSEEP)
- D. Homeland Security Presidential Directive (HSPD)-5, Management of Domestic Incidents, National Incident Management System (NIMS)
- E. Pennsylvania's Emergency Management Services Code, Title 35 Pa. C. S. §§ 7101 et seq., as amended
- F. Pennsylvania Hazardous Material Emergency Planning and Response Act, Act 1990-165, as amended (Act 165)

- G. NFPA® 472 Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents, Most Current Edition
- H. NFPA® 473 Standard for Competencies for EMS Personnel Responding to Hazardous Materials/Weapons of Mass Destruction Incidents, Most Current Edition
- I. NFPA® 1991 Standard for Vapor-Protective Ensembles for Hazardous Materials Emergencies, Most Current Edition
- J. NFPA® 1992 Standard for Liquid Splash-Protective Ensembles and Clothing for Hazardous Materials Emergencies, Most Current Edition
- K. EPA Worker Protection 40 CFR 311
- L. OSHA Standard for Hazardous Waste Operations and Emergency Response, 29 CFR 1910.120
- M. OSHA Standard for Respiratory Protection, 29 CFR 1910.134
- N. SARA Title III- Federal Emergency Planning and Community Right-to-Know, 42 U.S.C. § 11001 & 11002
- O. HHS, Occupational Safety and Health Guidance Manual for Hazardous Waste Site Activities, October 1985, DHHS (NIOSH) Publication No. 85-115

## **VII. GENERAL**

- A. **Initial Certification:**

Specific tasks and timeframes are established to ensure continuity in providing HAZMAT response capability to each county. Where an applicant is applying for new/initial certification, all tasks are to be accomplished prior to certification. The certification process consists of two main components, participation in an evaluated exercise, and the on-site assessment. Application and full scale exercise documentation shall be submitted 120 days prior to a request for inspection for review.
- B. **Re-Certification:**

Where an applicant is applying for re-certification, all tasks are to be accomplished prior to the applicant's current certification expiration date, allowing for resolution of potential non-compliance issues. The re-certification process consists of two main components: participation in an evaluated exercise and the on-site assessment. Application and evaluated exercise documentation shall be submitted to PEMA 120 days prior to the HMRT's certification expiration date.

**C. Evaluated Exercise:**

Initial and established applicants shall participate in an evaluated exercise prior to certification and/or re-certification. The evaluated exercise will be based on HSEEP concepts in which members of the Exercise Assessment Team (EAT) and County EMA will participate as evaluators/observers. An evaluated exercise will have a scenario approved by the county Emergency Management Coordinator (EMC), which fully demonstrates the capabilities of the HMRT. This evaluated exercise will include identification of a substance, entry into a hot zone, exit from the hot zone, decontamination, and scene safety. The HMRT will also document any corrective actions and/or training improvement plans. Exercises that were not observed by at least part of the EAT will not be accepted for certification purposes. The HMRT shall provide PEMA and County EMA with exercise information and the Hazardous Materials related objectives not less than 90 days prior to the exercise date or immediately following the Initial Planning Conference (IPC) to allow for a review of the scenario and the objectives, as well as the scheduling of observers and evaluators.

1. The Exercise Assessment Team (EAT) is comprised of 6 (six) representatives selected by their respective agencies to conduct the assessments. As program administrator, PEMA reviews and approves qualifications for the EAT. The EAT members will consist of the PEMA Technological Hazards Division (THD), the respective PEMA Area Office, the Department of Environmental Protection (DEP), the Pennsylvania Department of Health (DOH), the Office of the State Fire Commissioner (OSFC), and the County EMCs with whom an HMRT has agreements. It will be the HMRT Chief's decision to invite a peer from another certified HMRT to participate as an observer to assist in validating operational objectives and for the purpose of exchanging best practices. Each segment of the EAT will utilize a standardized checklist. The EAT Leader (THD representative) is responsible for identifying and notifying the EAT of the location, time, and date of all exercises.
2. The HMRT seeking certification or re-certification shall provide evidence of participation in an evaluated exercise based on HSEEP concepts conducted with at least one county having jurisdiction over the HMRT. The HMRT shall provide the following information regarding the exercise with their application for certification/re-certification:
  - a. A copy of the minutes of either the IPC or Final Planning Conference (FPC), indicating that the HMRT was included in the planning of the exercise
  - b. A copy of the exercise objectives, including those specifically related to the HMRT
  - c. A copy of the After Action Report (AAR), including an Improvement Plan
  - d. An Executive Summary of the Scenario
  - e. County EMA/LEPC approval of the evaluated exercise

3. Objectives for the Hazardous Materials aspects of the exercise shall be consistent with the core competencies as indicated in NFPA-472, and shall include the following as a minimum:
  - a. Analyze a hazardous materials/WMD incident to determine the scope of the problem and potential outcomes by completing the following tasks:
    - i. Survey a hazardous materials/WMD incident to identify the containers and materials involved, determine whether hazardous materials/WMD have been released, and evaluate the surrounding conditions
    - ii. Collect hazard and response information from MSDS; CHEMTREC/CANUTEC/SETIQ; local, state, and federal authorities; and shipper/manufacturer contacts
  - b. Plan an initial response to a hazardous materials/WMD incident within the capabilities and competencies of available personnel and personal protective equipment.
  - c. Respond to hazardous materials/WMD incidents using a risk-based response process, based on the systematic process by which responders analyze a problem involving hazardous materials/WMD: assess the hazards, evaluate the potential consequences, and determine the appropriate response actions based upon facts, science, and the circumstances of the incident and:
    - i. Utilize and follow the policies and procedures of the HMRT
    - ii. Utilize the Incident Command System (ICS)
    - iii. Don, work in, and doff appropriate personal protective (PPE) equipment, including, but not limited to, liquid splash and vapor-protective clothing with approved respiratory protection
    - iv. Select and demonstrate appropriate decontamination procedures
    - v. Control a release using specialized PPE equipment and control equipment
    - vi. Demonstrate additional competencies specific to the response mission, expected tasks, and equipment and training as determined by the AHJ
    - vii. Demonstrate safety processes and protocols
  - d. Terminate the response with appropriate transfer of information.
4. The following shall be demonstrated in all HMRT exercises:
  - a. Direction and control
  - b. Integration of the HMRT within the ICS
  - c. Communications (primary and backup)
  - d. Resource management
  - e. Contamination control
  - f. Spill control/containment
  - g. Personnel safety

- h. Selection of appropriate PPE for the hazardous material(s) and utilization of Level A equipment and measures for entry during the exercise
- i. Sampling techniques
- j. At least one of the following:
  - i. Given a pressure vessel, select the material or equipment and demonstrate a method(s) to contain leaks
  - ii. Given a 55 gal (208 L) drum and applicable tools and materials, demonstrate the ability to contain a leak and demonstrate the ability to place the 55 gal (208 L) drum into an over packed drum

**D. Exercise Evaluation**

The exercise evaluator(s) will be assigned per Section VII, "General," Section C, "Evaluated Exercise," paragraph 1. The EAT shall complete and submit the completed Exercise Evaluation Questionnaire in Attachment 10.

**E. On-site assessment**

The representative of PEMA's BOPP/THD will act as the Assessment Team Leader and ensure assessments are completed in accordance with this Directive. (If that person is not available, a PEMA Area Office representative would assume that role.) The following tasks are the basic assessment planning tasks; close coordination and cooperation between all organizations are imperative to the success of the program.

1. The HMRT Assessment Team (HAT) is comprised of 5 (five) representatives selected by their respective agencies to conduct the assessments. As program administrator, PEMA reviews and approves qualifications for the HAT. The HAT members will consist of the PEMA THD, the respective PEMA Area Office, the Department of Environmental Protection (DEP), the Pennsylvania Department of Health (DOH), and the Office of the State Fire Commissioner (OSFC). Each of the various entities is responsible for conducting the assessment for specific areas. DOH reviews the Medical Surveillance Program Questionnaire which pertains to Medical Records, Medical Standard Operating Guides (SOGs), and medical surveillance procedures. DEP reviews the Air Monitoring and Detection Equipment Questionnaire which pertains to the SOGs and items related to Air Monitoring and Detection. The OSFC reviews the Personal Protective Equipment (PPE) Questionnaire which pertains to the SOGs and use of PPE. PEMA personnel will review the Management, Operations and Training Questionnaire and the Specialized Equipment Questionnaire. Each segment of the HAT utilizes a standardized checklist. The PEMA representatives also review the Application itself; the Statement of Agreement; and the HAZMAT Team Roster and its components. The HAT Leader (THD representative) is responsible for identifying and notifying the HAT members of the location, time, and date of all assessments.

2. **Submit Application**
  - a. Applicants for initial certification must submit an application no later than 120 days prior to request for inspection. The PEMA Area Office will contact and coordinate with the applicant to ensure the tasks are accomplished within the established timeframes.
  - b. Applicants for re-certification must submit an application no later than 120 days prior to the current expiration date. The respective PEMA Area Office will remind the HMRT's Administrative Officer of pending assessments six months prior to the expiration date of the applicant's certification. The PEMA Area Office will contact and coordinate with the applicant to ensure the tasks are accomplished within the established timeframes.
  
3. **Establish Assessment Date**

After it is determined that the applicant has successfully fulfilled the requirements of the application for certification/re-certification, the appropriate PEMA Area Office will begin coordinating with the applicant to establish a date for the assessment.
  
4. **Conduct Initial Assessment**
  - a. The HAT will meet with the applicant on site to review the objectives and processes of the certification program. All operating procedures, files, and records will be reviewed. All equipment and vehicles required for (re)certification shall be made available to the HAT for visual or operational examination.
  - b. Applicants are evaluated on their written policies, procedures, and equipment inventory using federal and state standards, and the Assessment Checklists.
  - f. The level of discrepancies found during the assessment will affect the establishment of suspense dates and potential consequences to the status of an applicant's certification.
  
5. **Prepare Preliminary Report**
  - a. Within ten working days of the assessment, THD will provide the applicant with a preliminary report of the assessment. Any discrepancies that were identified in the initial assessment are incorporated into the preliminary report. The report will make recommendations if necessary. The preliminary report will again identify the action(s) required to become compliant and state the suspense date. The suspense date will not be earlier than 15 days prior to the expiration date of the current certification.
  - b. There may be situations in which the corrective action is not possible to accomplish before the applicant's current certification expires. In such situations, the applicant must submit a request for extension of certification, explaining the situation in detail as soon as possible. The request can be approved by the PEMA Director or the Director's designee.

8. Conduct Reassessment
  - a. The applicant will coordinate a re-assessment with the PEMA Area Office. If necessary, the HAT Leader will coordinate a reassessment on, or before, the suspense date provided in the Preliminary Report, unless otherwise coordinated with the applicant. The applicant may contact the HAT Leader and reschedule the assessment any time prior to the suspense date. The HAT member(s) will conduct the re-assessment. Only those actions described in the Preliminary Report will be evaluated. Documentation/samples may be used to validate the actions.
  - b. When it has been determined whether or not the applicant has completed the actions identified in the Preliminary Report, the HAT Leader will prepare a Final Report.
  
9. Final Report
  - a. Using the criteria established for certifying HMRTs in this Directive, representatives of PEMA, DEP, DOH, and the State Fire Academy will prepare a Final Report. The report will contain a recommendation for the Chief of PEMA's BOPP/THD to approve/disapprove the HMRT for state certification. The final report describes management practices in the four critical areas of responsibility: Management, Operations, Training, and Equipment. The final report also describes best practices. Copies of each document will be mailed to the HMRT Administrator, the county EMC, the Chairman of the Board of Commissioners or the County Executive, and the PEMA Area Office Director. Copies will also be mailed to each county EMA in which the applicant has a signed Statement of Agreement. PEMA maintains a copy in the master file.

## **VIII. EVALUATION AREAS**

- A. The following section explains the methodology used in evaluating HMRTs in support of Act 165. Assessments are used by PEMA to establish the level of capability of HMRTs' preparedness for emergency responses. The evaluation process has evolved over the years in format, but the basis remains the same.
  
- B. The basis and standards for the Hazardous Materials Safety Program are addressed in 29 CFR Parts 1910.120 and 1910.134, the NFPA® Standard 472, and Act 165. Multiple categories were derived from the guidance that will be used as a reference for the assessment program. The evaluation areas are:
  1. Management
  2. Operations
  3. Training
  4. Specialized Equipment
  5. PPE
  6. Air Monitoring
  7. Medical Monitoring

- C. Each applicant will be evaluated by the Assessment Team using the assessment checklists. The assessment checklists are found in the Attachments of this Directive.

## **IX. CERTIFICATION AND APPROVAL**

- A. The PEMA Director will award certification to the HMRT Administrator upon successful completion of the requirements established in this Directive and upon the recommendation of the Assessment Team.
- B. Certification shall be for a period of four years. The expiration date will be the last day of the month in which the certification expired and will be noted on the certificate and Letter of Certification.

## **X. REQUIREMENTS FOR CERTIFIED HMRTs**

- A. HMRTs must obtain certification through the process described in this Directive and maintain their certification throughout the certification period. The teams must maintain proficiency, document training, and submit reports (periodic and emergent) as required by Act 165, this Directive.
- B. It is recommended, though not required, that the teams seek training programs that offer International Fire Service Accreditation Congress (IFSAC) and the National Board on Fire Service Professional Qualifications (Pro Board) certifications.
- C. All government or private contractors who own or manage response resources in Pennsylvania for the primary purpose of providing emergency HAZMAT services as applicable to Act 165 of 1990, as amended, section 209 must apply for, and receive, state certification for their response area. PEMA will determine the response district if there is any uncertainty. Each team must meet the requirements established in this Directive, independent of the other teams. If the HMRT has resources which are staged at a satellite location (within the response district), they are to be simultaneously dispatched.
- D. Each commonwealth department and agency, local agency, regional HAZMAT organization, volunteer service organization, HAZMAT transporter, manufacturer, supplier or user, or other entity that organizes a certified HMRT as identified on the team certification, shall be responsible for providing, directly or by agreement with a third party provider, public liability insurance for its certified HMRT. The commonwealth, county, or municipality may self-insure to meet this obligation to the extent authorized by state law.
- E. Under normal circumstances, a certified HMRT must respond to any location within the county to which it provides response service within two hours. A certified HMRT that is unable to provide this level of response shall immediately notify the EMC in each of the counties it serves. The county EMC will notify the appropriate PEMA Area Office.

- F. Only state-certified HMRTs with which the county has a signed Agreement are authorized to be dispatched initially by the county EMC/AHJ to releases, or potential releases, that have the potential to harm people, the environment, or property.
- G. The AHJ may develop Mutual Aid Agreements with other state-certified HMRTs to serve as additional teams for coverage purposes.

## **XI. SPECIALIZED TEAMS**

This section reserved for future development.

## **XII. DECERTIFICATION/REVOCATION OF CERTIFICATION**

- A. If a certified HMRT fails to comply with the actions noted in the Preliminary Report for re-certification by the suspense date, PEMA may revoke the certification. Requests to extend the time to complete the actions past the suspense date must be coordinated through the PEMA Area Office for PEMA approval. Extension of certification may be granted for good reason with the approval of the PEMA Director or the Director's designee.
- B. If an HMRT's certification expires and the HMRT has not performed the actions necessary to be recertified, PEMA will consider the certification to be revoked.
- C. Non-Compliance
  1. Certifications may be revoked at any time the applicant is found to be non-compliant with any of the terms, conditions, or requirements of this Directive.
  2. Representatives from PEMA and the EMC from the affected county (county-managed HMRTs) will conduct an investigation into allegations of non-compliance. After review of the circumstances, a report will be submitted to the PEMA Director for resolution concerning the future status of the HMRT's certification. If the PEMA Director authorizes the action, the results of the inquiry will be mailed to the authorized official, the County Commissioners/County Executives, and EMC of the affected county(ies). The affected county(ies) must establish other means of HAZMAT response coverage and notify PEMA of its plans.
  3. If certification is revoked, the affected counties will be notified by PEMA to make alternate arrangements to meet the requirements of Act 165. A team that loses its state certification may request a meeting with PEMA's BOPP/THD to discuss the future status of the HMRT. HMRTs which are not certified shall not be dispatched to a HAZMAT emergency.
- D. If a certified HMRT is unable to meet the requirements of this Directive for any reason, the Authorized Official of the HMRT shall immediately notify the affected county(ies) with which it has an Agreement and the Chief of PEMA's BOPP/THD. The affected county's EMC should follow up with PEMA once a replacement HMRT is contracted.

### **XIII. TEAM STRUCTURE**

- A. An HMRT shall consist of a minimum of 10 qualified personnel in order to receive and maintain certification. It is important to note that this is not necessarily the complement that is required for every response. The following requirements define the minimum complement of HMRT members:
1. One Hazardous Materials Officer
  2. A designated Hazardous Materials Safety Officer
  3. Seven Hazardous Materials Technicians
  4. One medical specialist (i.e., a DOH-certified Emergency Medical Technician [EMT], Paramedic, a licensed occupational health nurse, or a licensed physician) or an EMS unit (ALS or BLS) dedicated to the HMRT.

NOTE: It is highly recommended, though not required, that medical personnel serving as part of, or in support of, an HMRT should be trained and certified in accordance with NFPA Standard 473.

- B. Additional persons who may be included in the HMRT complement (List these specialists on the team roster):
1. Hazardous Materials Specialists, including (but not limited to):
    - a. rail tank car
    - b. highway tank car
    - c. intermodal containers
  2. Specialist employees including (but not limited to):
    - a. Toxicological Specialists
    - b. Metallurgical Specialists
    - c. Engineering Specialists
    - d. Explosives Specialists
    - e. Chemical Specialists
    - f. Biological Specialists
    - g. Radiological Specialists
    - h. Technical Rescue Operations Specialists: confined space, building collapse, water rescue, high angle rescue, etc. FEMA/PEMA qualified Radiological Officer (RO)
    - i. FEMA/PEMA Qualified Radiological Response Team members
    - j. DOH-licensed EMT/Paramedic available through local and/or county
    - k. Advanced Life Support Service
    - l. Those certified at the Center for Domestic Preparedness Chemical, Biological, Radiological, Nuclear, Explosive (CBRNE) for Hazardous Materials Technician for CBRNE Incidents
- C. First responders (members of state, county, or local fire, EMS, police, or emergency service organizations) who regularly participate in HAZMAT responses and provide support in research functions, communications, or other support activities, should be familiar with the operations of the HMRT.

- D. The State Hazardous Material Safety Program requires that all teams follow and adhere to the safety standards found in the 29 CFR 1910.120 and NFPA® 472 insofar as to what constitutes the required number of response personnel at a given incident.

#### **XIV. CRIMINAL HISTORY CHECK**

- A. All members (volunteer, full, or part-time) shall have a criminal history check conducted prior to their employment and prior to each team re-certification. The criteria for employment will be based upon current, county-established human resources policies. Documentation shall be maintained by the Administrative Officer. Under no circumstances will a state-certified HMRT employ, or continue to employ, an individual who has been convicted of an offense graded a felony or its equivalent in another jurisdiction, state, territory, or country.
- B. Pennsylvania State Police offers criminal history checks for a fee. The Criminal History Request Form (SP-164) is available online.

#### **XV. GLOSSARY OF TERMS**

- A. ACT 165: Hazardous Material Emergency Planning and Response Act, 35 P.S. §§ 6022.101- 6022.307 (Act 165 of 1990).
- B. ADMINISTRATIVE OFFICER: The individual responsible for maintaining records and who has control over the administrative requirements for the HMRT.
- C. AUTHORIZED OFFICIAL: The individual responsible for the proper management and administration of the HMRT. He/she has authority to sign the Manual for Submitting a Request for Hazardous Materials Response Team Certification Assessment, Attachment D.
- D. AUTHORITY HAVING JURISDICTION (AHJ): The organization, office, or individual responsible for approving equipment, materials, and installation or a procedure.
- E. CERTIFIED HAZARDOUS MATERIAL RESPONSE TEAM: A team of individuals who are certified by the Commonwealth of Pennsylvania and organized by a commonwealth department or agency, county, local agency, regional HAZMAT organization, transporter, manufacturer, supplier, user of HAZMATs, volunteer service organization, or a private contractor for the primary purpose of providing emergency services to mitigate actual or potential immediate threats to public health and the environment in response to the release or threat of a release of a HAZMAT. Such a team is certified, trained, and equipped in accordance with Act 165.
- F. CERTIFIED: Successfully completed training and/or field experience required to meet the following training levels: Awareness, Operations, Technician, HAZMAT Specialist, HAZMAT Safety Officer, and HAZMAT Incident

Commander. It is highly recommend that HMRTs strive towards having all team members IFSAC/Pro Board Certified, but at a minimum will be certified to the OSHA 1910.120 standard.

- G. **COMPREHENSIVE ENVIRONMENTAL RESPONSE, COMPENSATION AND LIABILITY ACT (CERCLA)**, 42 U.S.C. §§ 9601 - 9675, as amended: Federal law which addresses hazardous substance releases into the environment and the cleanup of inactive hazardous waste disposal sites.
- H. **EMERGENCY**: Sudden unforeseen event needing prompt action, without which public health and safety may be jeopardized.
- I. **RESPOND**: A coordinated response effort by HMRT members from outside the immediate release area or by other designated responders to an occurrence which has resulted in, or is likely to result in, an uncontrolled release of a hazardous substance.
- J. **EXTREMELY HAZARDOUS SUBSTANCE**: A substance appearing on the list of extremely hazardous substances published by the administrator of the Federal Environmental Protection Agency under the authority of Section 302 of the Federal Emergency Planning and Community Right-to-Know Act 42 U.S.C. § 11002, as amended, promulgated in 40 CFR 355, Appendix A, or appearing on any successor list of extremely hazardous substances published by the administrator of the Federal Environmental Protection Agency.
- K. **FACILITY**: All buildings, structures, and other stationary items which are located on a single site, contiguous, or adjacent site which are owned or operated by the same person and which actually manufacture, produce, use, transfer, store, supply, or distribute any HAZMAT. The term includes railroad yards and truck terminals, but does not include individual trucks, rolling stock, water vessels, airplanes, or other transportation vehicles.
- L. **HAZARDOUS MATERIAL**: For the purposes of this Directive and related references, it is important to understand that the definition of this term is dependent upon its usage. It is defined in Pennsylvania's Act 165 and in the 49 CFR 171.8.
- M. **HAZARDOUS MATERIALS OFFICER**: The person who is responsible for directing and coordinating all operations involving hazardous materials/WMD as assigned by the incident commander. The position is defined in NFPA® 472, and is mandatory at all HAZMAT incidents.
- N. **HAZARDOUS MATERIALS SAFETY OFFICER**: The person who works within the NIMS to ensure that recognized safe practices are followed within the HAZMAT branch. The position is defined in NFPA® 472, and is mandatory at all HAZMAT incidents.

- O. **HAZARDOUS SUBSTANCE Act 165:** For the purposes of this Directive and related references, it is important to understand that the definition of this term is dependent upon its usage. It is defined in Pennsylvania's Act 165, by the 40 CFR 302.3, and in the 49 CFR 171.8.
- P. **HAZARDOUS WASTE** as it relates to the definition of hazardous material: For the purposes of this Directive and related references, it is important to understand that the definition of this term is dependent upon its usage. It is defined in the 40 CFR 261.3.
- Q. **HEALTH HAZARD** as it relates to the definition of hazardous material in 29 CFR 1910. 1200: A chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term "health hazard" includes chemicals which are carcinogens, toxic, or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, and neurotoxins, agents which act on the hematopoietic system and agents which damage the lungs, skin, eyes, or mucous membranes.
- R. **INCIDENT:** An occurrence or event, natural or human caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild-land and urban fires, floods, HAZMAT spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.
- S. **INCIDENT COMMANDER:** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The Incident Commander has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.
- T. **NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS):** A system mandated by HSPD-5 that provides a consistent, nationwide approach for federal, state, local, and tribal governments, the private sector, and NGOs to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity See December 2004 National Response Plan | 69 70.
- U. **PERSON (ACT 165):** An individual, corporation, firm, association, public utility, trust, estate, public or private institution, group, commonwealth or local agency, political subdivision, and any legal successor, representative, or agency of the foregoing. This term is also defined in another manner by the EPA and by the PHMSA.

- V. PHMSA: United States Department of Transportation Pipeline and Hazardous Material Safety Administration.
- W. REFRESHER TRAINING: Current members shall receive refresher training annually. The training for members who are currently certified shall be of sufficient content and duration to maintain their competencies or they shall demonstrate competency in those areas.
- X. RELEASE, ACT 165: The Act defines release as any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment of a HAZMAT, including, but not limited to, the abandonment or discarding of barrels, containers, and other receptacles containing a HAZMAT.
- Y. RELEASE, Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA): Section 101(22) defines release as any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment (including the abandonment or discarding of barrels, containers, and other closed receptacles containing any hazardous substance or pollutant or contaminant).
- Z. RELEASE, DEP, Title 25, Chapter 245.1: Spilling, leaking, emitting, discharging, escaping, leaching, or disposing of a contaminant into surface waters and ground waters of this commonwealth or soils or subsurface soils in an amount equal to, or greater than, the reportable release quantity determined under Section 102 of CERCLA (42 U.S.C.A. § 9602), and regulations promulgated thereunder, or an amount equal to or greater than a discharge as defined in section 311 of the Federal Water Pollution Control Act (33 U.S.C.A. § 1321) and regulations promulgated there under. Release also includes spilling, leaking, emitting, discharging, escaping, leaching, or disposing into a containment structure or facility that poses an immediate threat of contamination of the soils, subsurface soils, surface water, groundwater, or air contaminants emitted into the outdoor atmosphere.
- AA. RELEASE, 40 CFR 302.3: Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment (including the abandonment or discarding of barrels, containers, and other closed receptacles containing any hazardous substance or pollutant or contaminant), but excludes:
  - 1. Any release which results in exposure to persons solely within a workplace, with respect to a claim which such persons may assert against the employer of such persons;
  - 2. Emissions from the engine exhaust of a motor vehicle, rolling stock, aircraft, vessel, or pipeline pumping station engine;
  - 3. Release of source, byproduct, or special nuclear material from a nuclear incident, as those terms are defined in the Atomic Energy Act of 1954, if such release is subject to requirements with respect to financial protection established by the Nuclear Regulatory Commission under section 170 of

such Act, or for the purposes of section 104 of CERCLA or any other response action, any release of source, byproduct, or special nuclear material from any processing site designated under section 102(a)(1) or 302(a) of the Uranium Mill Tailings Radiation Control Act of 1978;

4. The normal application of fertilizer.
- BB. **REPORTABLE QUANTITY (RQ):** The quantity of a hazardous substance that, if released into the environment, may present substantial danger to the public health or welfare, or the environment and must be reported to the National Response Center. RQs are set forth in 40 CFR 302 and in the 49 CFR 172.102, Appendix A, and were established under CERCLA Section 102 as a trigger for notification of the federal government when hazardous substances are released. The release of a hazardous substance that equals or exceeds its RQ must be reported immediately to the National Response Center and PEMA as required by ACT 165.
- CC. **RESPONSE DISTRICT:** The distance the HMRT shall travel in two hours, under normal conditions, to arrive at the incident site. In most cases, this can be extended to a 100-mile radius from the base station.
- DD. **REGIONAL HAZARDOUS MATERIAL ORGANIZATION:** A for profit corporation, nonprofit corporation, joint venture, or authority formed under the laws of this commonwealth, which either contracts with, or is organized by, one or more commonwealth departments and/or agencies, local agencies, or volunteer service organizations for the purpose of creating, training, equipping, maintaining, and providing one or more HMRTs to serve any specific geographic area as approved by the Pennsylvania Emergency Management Council, within but not limited to, the commonwealth under this act.
- EE. **SARA TITLE III: Federal Emergency Planning and Community Right-to-Know,** 42 U.S.C. § 11002, as amended, promulgated in 40 CFR § 355, Appendix A, specifies requirements for an organizing and planning process at state and local levels for specified extremely hazardous substances, minimum plan content, requirements for fixed facility owners, and operators to inform officials about extremely hazardous substances present at the facility, and mechanisms for making information about extremely hazardous substances available to citizens.
- FF. **ROLLING STOCK:** Any railroad tank car, railroad boxcar, intermodal units, or other railroad freight car as defined in 49 CFR 215, or its successor, that contains an extremely hazardous substance in excess of the threshold planning quantity established for such substance and is used as a storage site for such substance.
- GG. **TECHNICAL ASSISTANCE:** Personnel, agencies to include shippers, manufacturers, or printed materials that provide technical information on handling HAZMATs.

- HH. TOXIC CHEMICAL (as it relates to the definition of hazardous material): A substance appearing on the list of chemicals described in section 313 of SARA (Title III, Public Law 99-499, 42 U.S.C. § 11023), as set forth at 40 CFR Part 372, or appearing on any successor list of chemicals set forth in the Code of Federal Regulations under the authority of section 313 of SARA, Title III.
  
- II. WEAPONS OF MASS DESTRUCTION (WMD): Weapons--nuclear, biological, chemical, and radiological--and their means of delivery that are capable of a high order of destruction and/or of being used in such a manner as to destroy large numbers of people or cause significant infrastructure damage.

## **XVI. INFORMATION**

For additional information or answers to your questions, please contact the Bureau of Planning and Preparedness, Technological Hazards Division, at 717-651-2158.

## ATTACHMENT 1

### ADDRESSES OF PEMA HEADQUARTERS AND AREA OFFICES

**PEMA Headquarters:**

2605 Interstate Drive  
Harrisburg, Pennsylvania 17110  
(717) 651- 2214

**PEMA Central Area:** Adams, Bedford, Blair, Bradford, Centre, Clinton, Cumberland, Dauphin, Fulton, Franklin, Huntingdon, Juniata, Lancaster, Lebanon, Lycoming, Mifflin, Perry, Potter, Snyder, Sullivan, Tioga, Union, and York Counties

2605 Interstate Drive  
Harrisburg, Pennsylvania 17110  
(717) 651-7060

**PEMA Eastern Area:** Berks, Bucks, Carbon, Chester, Columbia, Delaware, Lackawanna, Lehigh, Luzerne, Monroe, Montgomery, Montour, Northampton, Northumberland, Philadelphia, Pike, Schuylkill, Susquehanna, Wayne, and Wyoming Counties

3566 Old Route 22  
Hamburg, Pennsylvania 19526  
(610) 562-3003

**PEMA Western Area:** Allegheny, Armstrong, Beaver, Butler, Cambria, Cameron, Clarion, Clearfield, Crawford, Elk, Erie, Fayette, Forest, Greene, Indiana, Jefferson, Lawrence, McKean, Mercer, Somerset, Venango, Warren, Washington, and Westmoreland Counties

276 Stormer Road  
Indiana, Pennsylvania 15701  
(724) 357-2990

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ATTACHMENT 2

COMMONWEALTH OF PENNSYLVANIA  
PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY

APPLICATION FOR INITIAL/RE-CERTIFICATION  
OF A HAZARDOUS MATERIALS RESPONSE TEAM

The \_\_\_\_\_ hereby submits an application for initial  
(Company or County name)  
certification/re-certification (circle one) of its hazardous material response team (hereinafter referred to as the "HMRT") by the Pennsylvania Emergency Management Agency (hereinafter referred to as "PEMA").

The following information and documentation are submitted to PEMA in support of this application:

1. The entity that organized and formed the HAZMAT team is: (name and address of governmental unit, corporation, volunteer service organization, etc.)
  - a. Name: \_\_\_\_\_
  - b. Street: \_\_\_\_\_
  - c. City/ZIP: \_\_\_\_\_
  
2. The Authorized Official (overall responsible for the team and signs the application)
  - a. Name: \_\_\_\_\_
  - b. Street: \_\_\_\_\_
  - c. City/ZIP: \_\_\_\_\_
  - d. Phone (work): \_\_\_\_\_
  - e. Email address: \_\_\_\_\_
  
3. The person administratively responsible for the HAZMAT team (may be characterized as the administrative officer):
  - a. Name: \_\_\_\_\_
  - b. Street: \_\_\_\_\_
  - c. City/ZIP: \_\_\_\_\_
  - d. Phone (work): \_\_\_\_\_
  - e. Phone (alternate): \_\_\_\_\_
  - f. Email address: \_\_\_\_\_
  
4. List each county for which the HAZMAT team is responsible for providing HAZMAT response. Attach a Statement of Agreement, Attachment 3 of the PEMA, Emergency Management Directive, Certified Hazardous Materials Response Team in Pennsylvania for each county.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. The applicant has included a team roster that identifies the training certification and criminal history check for each member, Attachment 4 of PEMA, Emergency Management Directive Certified Hazardous Materials Response Team in Pennsylvania.

6. The applicant certifies that the required apparatus, equipment inventory, and supplies listed in Attachments 4, 5, 6, 7, 8, and 9 of PEMA Directive D2013-xx, *Certified Hazardous Materials Response Team State Certification/Re-certification Criteria* are on hand or, if authorized, available by simultaneous dispatch and are used by the HAZMAT team for emergency response purposes within the service area.
7. The applicant certifies that it has prepared an emergency response plan and procedures in accordance with 29 CFR 1910.120(q) (2) and (3). This plan is an addendum to Emergency Support Function (ESF) - # 10 of the appropriate county Emergency Operations Plan (EOP) under the authority of the Emergency Management Services Code (35 Pa. C.S., Section 7101 et seq.) and Act 1990-165, as amended.
8. The applicant certifies that it has prepared a personal protective equipment program for its HAZMAT team as required by 29 CFR 1910.120(g) (5) and (q) (2).
9. The applicant certifies that it has instituted a medical surveillance program for members of its HAZMAT team in accordance with 29 CFR 1910.120(q) (9). The applicant agrees to keep each individual's medical records on file for thirty (30) years after the date that the individual leaves the HAZMAT team.
10. The applicant certifies that it provides, either directly or by agreement with a third party, workers' compensation and ordinary public liability insurance for all members of its HAZMAT team as required by Section 209(h) of the Hazardous Material Emergency Planning and Response Act (Act 1990-165, as amended).
11. The HMRT will comply with all the requirements established in PEMA Directive D2013-xx, *Hazardous Material Response Team State Certification/Re-certification Criteria*.

I, the undersigned Authorized Official of \_\_\_\_\_ do hereby  
(Team/County Name)

certify that the filing of this Application is duly authorized and that the statements made in this application and all attachments submitted with this application are true and correct to the best of the knowledge and belief of the undersigned and are submitted as a basis for receiving certification/re-certification for the applicant's hazardous material response team from the Pennsylvania Emergency Management Agency as authorized by the Hazardous Material Emergency Planning and Response Act (Act 1990-165, as amended).

\_\_\_\_\_  
 Authorized Official  
 Date

NOTARIZATION SEAL

Sworn to and subscribed before me this \_\_\_\_ day  
 of \_\_\_\_\_, 20\_\_\_\_

Notary Public

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## ATTACHMENT 3A

**Note:** To be completed by counties with County Commissioners

**STATEMENT:** We, the undersigned officials on behalf of \_\_\_\_\_ County, do hereby state that we have met with representatives of \_\_\_\_\_, a state-certified HAZMAT team, to discuss continuation of hazardous material response coverage within our county. Based upon those discussions we have agreed that said team would continue to provide PRIMARY/SECONDARY (circle one) response coverage until our agreement has terminated. The representatives of \_\_\_\_\_ have agreed to notify  
(Hazardous Materials Response Team)

The Pennsylvania Emergency Management Agency (PEMA) if the team has not received state re-certification or can no longer provide HAZMAT response coverage for our county. The county Emergency Management Agency and 9-1-1 Center will comply with the requirements established in Act 165 and the current PEMA Emergency Management Directive for Certified Hazardous Material Response Teams in Pennsylvania. A copy of the official contract between these two parties shall be maintained with the county Emergency Management Coordinator.

**OR**

On behalf of \_\_\_\_\_ County, we do hereby state that we have met with representatives of \_\_\_\_\_ to discuss hazardous material response coverage  
(Hazardous Materials Response Team)

within our county. Based upon those discussions, we have agreed that should the applicant receive certification from the Pennsylvania Emergency Management Agency (PEMA), \_\_\_\_\_ County intends to enter into a contract with the applicant's Hazardous Materials Response Team to provide Primary response coverage within our county. The county Emergency Management Agency and 9-1-1 Center will comply with the requirements established in Act 165 and the current PEMA Directive for Certified Hazardous Material Response Teams in Pennsylvania. When executed, a copy of the official contract between these two parties shall be maintained with the county Emergency Management Coordinator.

It is our understanding, should the applicant not receive certification or become de-certified, \_\_\_\_\_ County must take other actions to remain in compliance with Section 209(e) of Act 1990-165, as amended.

We, the undersigned officials, understand our responsibility to ensure each time the HAZMAT team is officially dispatched, the county Emergency Management Director, 9-1-1 Center, or equivalent will make notifications to the State Emergency Operations Center in accordance with the Pennsylvania Hazardous Material Emergency Planning and Response Act, Act 1990-165, as amended (Act 165) Section 206. Emergency Notification Requirements (a)(2).

COUNTY OF \_\_\_\_\_

By: \_\_\_\_\_  
*County Commissioner*

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
*County Commissioner*

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
*County Commissioner*

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
*Chief Clerk* *Date*

**Note:** This form is not required for county governments whose commissioners, executives or other officials sign the Application for Initial/Re-Certification of a Hazardous Materials Response Team.

**ATTACHMENT 3B**

**Note:** To be completed by Home Rule Counties

**STATEMENT:** On behalf of \_\_\_\_\_ County, I do hereby state that \_\_\_\_\_ County has met with representatives of \_\_\_\_\_, (Hazardous Materials Response Team) a state-certified HAZMAT team, to discuss continuation of hazardous material response coverage within said County. Based upon those discussions, it is agreed that said team would continue to provide PRIMARY/SECONDARY (circle one) response coverage until the agreement has terminated. The representatives of \_\_\_\_\_ have agreed to notify \_\_\_\_\_ (Hazardous Materials Response Team) \_\_\_\_\_ County if the team has not received state re-certification or can no longer provide HAZMAT response coverage for the County. The County Emergency Management Agency and 9-1-1 Center will comply with the requirements established in Act 165 and the current Pennsylvania Emergency Management Agency (PEMA) Emergency Management Directive for Certified Hazardous Material Response Teams in Pennsylvania. A copy of the official contract between these two parties shall be maintained with the county Emergency Management Coordinator.

**OR**

On behalf of \_\_\_\_\_ County, I do hereby state that the County has met with representatives of \_\_\_\_\_ to discuss hazardous material response (Hazardous Materials Response Team) coverage within \_\_\_\_\_ County. Based upon those discussions, it is agreed that should the applicant receive certification from the Pennsylvania Emergency Management Agency (PEMA), \_\_\_\_\_ County intends to enter into a contract with the applicant's Hazardous Materials Response Team/Company to provide Primary response coverage within \_\_\_\_\_ County. The county Emergency Management Agency and 9-1-1 Center will comply with the requirements established in Act 165 and the current PEMA Directive for Certified Hazardous Material Response Teams in Pennsylvania. When executed, a copy of the official contract between these two parties shall be maintained with the \_\_\_\_\_ County Emergency Management Coordinator.

It is my understanding, should the applicant not receive certification or become de-certified, \_\_\_\_\_ County must take other actions to remain in compliance with Section 209(e) of Act 1990-165, as amended.

I understand that it is the responsibility of \_\_\_\_\_ County to ensure that each time the HAZMAT team is officially dispatched, the County Emergency Management Director, 9-1-1 Center, or equivalent will make notifications to the State Emergency Operations Center in accordance with the Pennsylvania Hazardous Material Emergency Planning and Response Act, Act 1990-165, as amended (Act 165) Section 206. Emergency Notification Requirements (a)(2).

COUNTY OF \_\_\_\_\_

By: \_\_\_\_\_  
*County Executive*

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:** This form is not required for county governments whose commissioners, executives or other officials sign the Application for Initial/Re-Certification of a Hazardous Materials Response Team.



Name of Employee	Highest level of Training attained	Pro Board Certification (J)	*Date of Certification	Employee Status (F) Full Time (P) Part Time (V) Volunteer	Criminal History Check Date Completed	Medical Surveillance	
						Baseline Physical	Annual or as required
						Pass Date	Pass Date

**SPECIALIST EMPLOYEES**

Name of Employee:	Area of Specialty	Date Certified						

\* Documentation of each member's certificate shall be made available during inspection  
 \* Pro Board column is strictly for information gathering  
 Page: \_\_\_ of \_\_\_  
 HAZMAT Team Name: \_\_\_\_\_

## ATTACHMENT 5

<b>Management, Operations, and Training Questionnaire</b>			
Team:		Date:	
Inspectors Name:			
State Agency:			

<b>Management:</b>		
Sub-element 1.a – Direction and Control		
Sub-element 1.b – Communications		
Sub-element 1.c – Support		
Sub-element 1.d – Safety and Health Program		
Item #	Description	Remarks
1	What type of team is being inspected?	<input type="checkbox"/> County Government <input type="checkbox"/> Commonwealth Agency <input type="checkbox"/> A Volunteer Service Organization <input type="checkbox"/> Non Government Organization (NGO)
2	Does the Team provide HAZMAT support to another county?	List counties the team supports:
3	How many full time employees manage/oversee the program?	
4	Does management supplement the response plan by incorporating local first response organizations, provide training? Equipment?	
5	Management coordinates an effective notification/dispatch policy with the County EMA/9-1-1 Center? Is this policy in writing or only a verbal agreement?	<input type="checkbox"/>
6	Management informs team members of policy and procedures, events, and training opportunities effectively? Documented training or validation by each member?	<input type="checkbox"/>
7	Management supports/coordinates response policy with the Regional Task Force? Is a response plan collaborated with the region?	<input type="checkbox"/>

Item #	Description	Remarks
8	Does the management of the HMRT maintain continual contact with the county LEPC/EMC regarding its response readiness as applied to equipment, personnel training, and capabilities? Are requests made for assistance to alleviate any shortfalls? Explain and show evidence how this is done. (A HAZMAT team must exhibit these for each county in which it is contracted or has agreed to support.)	<input type="checkbox"/>
9	Management supports the HSEEP concepts? This can be demonstrated by validating participation in at least one evaluated exercise in which an After-Action Report or an Improvement Plan is developed and approved.	<input type="checkbox"/>
10	Do volunteers receive compensation for the response?	
11	The team has designated "Support" members? If so, obtain a copy of the SOP/SOG.	<input type="checkbox"/>
12	<p>Are SOPs/SOGs developed and updated for the following:</p> <p>Emergency Response Plan and procedures for handling emergency incidents <input type="checkbox"/></p> <p>Personal Protection Equipment Program <input type="checkbox"/></p> <p>Respiratory Protection Program <input type="checkbox"/></p> <p>Air Monitoring Program <input type="checkbox"/></p> <p>Medical Surveillance Program <input type="checkbox"/></p> <p>Training and Certification Program to include specialists and support personnel <input type="checkbox"/></p> <p>Decontamination procedures <input type="checkbox"/></p>	

Item #	Description	Remarks
13	Funding sources used by the team:	<input type="checkbox"/> Grant <input type="checkbox"/> Response Costs <input type="checkbox"/> County
14	Is the HMRT registered to use PennFIRS? Does the HMRT file reports with PennFIRS?	<input type="checkbox"/> <input type="checkbox"/>
15	The team establishes an Incident Management System?	<input type="checkbox"/>
16	The Team provides input to the Hazardous Material Emergency Response Preparedness Report?	<input type="checkbox"/>
17	Is a system in place to track responses (fuel spill level 1; entry)?	<input type="checkbox"/>
18	Is the team categorized as a Type I or Type II (NIMS)	Reserved for Future Use

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**Operations:**

Sub-element 2.a – Direction and Control

Sub-element 2.b – Communications

Sub-element 2.c – Support

Sub-element 2.d – Safety and Health Program

Sub-element 2.e – Post Emergency Response Operations

Item #	Description	Remarks
1	How is the team dispatched?	
2	The team conducts an annual review and updates the hazardous materials emergency plan?	<input type="checkbox"/>
3	The team consists of the specific number of certified personnel in order to receive and maintain certification? One hazardous materials officer One hazardous materials safety officer Seven hazardous materials technicians One medical specialist (i.e., a Pennsylvania Department of Health (PaDOH) Certified Emergency Medical Technician (EMT), Paramedic, or a licensed occupational health nurse or a licensed physician) or dedicated EMS company	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Dedicated EMS Co (ALS / BLS) <input type="checkbox"/> Team EMS personnel
4	Does the county have other specialized response teams that work with the HMRT?	
5	Does the response involve first response organizations from other than team members, i.e., local fire departments; are they trained and equipped to perform DECON operations?	
6	The team conducts after-incident critiques?	<input type="checkbox"/>
7	The team has the capability to detect / monitor WMD chemicals?	<input type="checkbox"/>
8	The team has the capability to perform DECON? Mass and/or technical DECON available?	<input type="checkbox"/>



6	<p>Weapons of Mass Destruction (WMD) Training program shall include:  A minimum level of training shall be established.  The course curriculum and Training Course Matrix are listed in the training program catalog.  At a minimum, each team member shall successfully accomplish Emergency Response to Terrorism: Basic Concepts.  WMD Training shall be based on the duties and functions to be performed. The skill and knowledge levels required for new members and those hired after the effective date of this standard shall be implemented by the HMRT as approved by the regional training committee.</p>	<input type="checkbox"/>
7	Each member has a training file?	<input type="checkbox"/>
8	The team follows training standards as established in OSHA? Are competencies adopted from NFPA standards?	<input type="checkbox"/>
9	The team follows the HSEEP concepts?	<input type="checkbox"/>
10	Has the team satisfactorily participated, during the certification/re-certification period, in an evaluated exercise following HSEEP concepts developed by the county and approved by PEMA that involved responders in a preponderance of disciplines, and which required a full demonstration of capabilities to control a significant release/spill of a hazardous chemical and the environment, which was evaluated by an Exercise Assessment Team	<input type="checkbox"/>
11	<p>Is there a vehicle safety program?</p> <p>Does the team have Certified CDL drivers?</p>	<input type="checkbox"/> <input type="checkbox"/>

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### ATTACHMENT 6

Personal Protective Equipment (PPE)			
Team:		Date:	
Inspectors Name:			
State Agency:			

**References:** 29 CFR 1910.120 (c) (5) Personal Protective Equipment  
PEMA Directive IV.A.5 Personal Protection Equipment

Item #	Description	Yes	No	Remarks
1	Vapor protective ensembles that meet NFPA 1991, most current edition. (two for entry, two for back-up and one spare)	<input type="checkbox"/>	<input type="checkbox"/>	
2	Liquid splash-protective ensembles that meet NFPA 1992, most current edition (minimum 10 suits)	<input type="checkbox"/>	<input type="checkbox"/>	
3	Capabilities to enter / escape from flash fires as stated in NFPA 1991 most current edition	<input type="checkbox"/>	<input type="checkbox"/>	
4	Open-Circuit Self-Contained Breathing Apparatus (SCBA), 60-minute, CBRN certification (minimum of 6 CBRN certified units)	<input type="checkbox"/>	<input type="checkbox"/>	
5	NIOSH approved air purifying respirators, full-face with select cartridges	<input type="checkbox"/>	<input type="checkbox"/>	
6	Chemical resistant gloves based on risks, i.e., Nitrile, Butyl, Viton, disposable, leather, surgical (minimum of 12 pair each) Cryogenic gloves (minimum 6 pair)	<input type="checkbox"/>	<input type="checkbox"/>	
7	Chemical resistant boots (appropriate quantities)	<input type="checkbox"/>	<input type="checkbox"/>	
8	Safety equipment (safety glasses and goggles with side shields, hard hats; not fire helmet, Hearing protection) (appropriate quantities)	<input type="checkbox"/>	<input type="checkbox"/>	
9	Is there a written Personal Protection Equipment Program? Does the program include:	<input type="checkbox"/>	<input type="checkbox"/>	
	PPE selection based upon site hazards	<input type="checkbox"/>	<input type="checkbox"/>	
	PPE use and limitations of the equipment	<input type="checkbox"/>	<input type="checkbox"/>	
	Work mission duration	<input type="checkbox"/>	<input type="checkbox"/>	
	PPE maintenance and storage	<input type="checkbox"/>	<input type="checkbox"/>	
	PPE decontamination and disposal	<input type="checkbox"/>	<input type="checkbox"/>	
	PPE training and proper fitting	<input type="checkbox"/>	<input type="checkbox"/>	
	PPE donning and doffing procedures	<input type="checkbox"/>	<input type="checkbox"/>	
	PPE Inspection procedures prior to, during, and after use	<input type="checkbox"/>	<input type="checkbox"/>	
	Evaluation of the effectiveness of the PPE program, limitations during temperature extremes, heat stress, and other medical considerations	<input type="checkbox"/>	<input type="checkbox"/>	
12	Leak tests performed by a third party?	<input type="checkbox"/>	<input type="checkbox"/>	
	Who?	<input type="checkbox"/>	<input type="checkbox"/>	

Item #	Description	Yes	No	Remarks
13	If No, are the pressure tests performed by a qualified team member? Name?	<input type="checkbox"/>	<input type="checkbox"/>	
	Leak test kits available for level "A" suits?	<input type="checkbox"/>	<input type="checkbox"/>	
14	Documentation to validate the activity available?	<input type="checkbox"/>	<input type="checkbox"/>	
15	Is documentation available to validate the SCBA received a hydrostatic test?	<input type="checkbox"/>	<input type="checkbox"/>	
	Is documentation available to validate the SCBA received a Flow test?	<input type="checkbox"/>	<input type="checkbox"/>	
16	Is there a written respiratory protection program? Does the program include:	<input type="checkbox"/>	<input type="checkbox"/>	
	Procedures for selecting respirators	<input type="checkbox"/>	<input type="checkbox"/>	
	Medical evaluations of employees required using respirators	<input type="checkbox"/>	<input type="checkbox"/>	
	Fit testing procedures for tight-fitting respirators	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the fit test (RPP) performed by a certified person?	<input type="checkbox"/>	<input type="checkbox"/>	
	Procedures for proper use of respirators in emergency situations	<input type="checkbox"/>	<input type="checkbox"/>	
	Procedures and schedules for maintaining respirators	<input type="checkbox"/>	<input type="checkbox"/>	
	Procedures to ensure adequate air quality, quantity, and flow of breathing air for atmosphere – supplying respirators	<input type="checkbox"/>	<input type="checkbox"/>	
Training of employees in the respiratory hazards to which they are potentially exposed during routine and emergency situations	<input type="checkbox"/>	<input type="checkbox"/>		



Item #	Description	Yes	No	Remarks
<b>Physical Methods of Mitigation</b>				
1	Basic Patch Kits (Edwards – Cromwell or equivalent)	<input type="checkbox"/>	<input type="checkbox"/>	
2	Assorted plugs and wedges (wood)	<input type="checkbox"/>	<input type="checkbox"/>	
3	Emergency kit for 100# cylinder (Chlorine “A” Kit)	<input type="checkbox"/>	<input type="checkbox"/>	
4	Emergency kit for Ton Container (Chlorine “B” Kit)	<input type="checkbox"/>	<input type="checkbox"/>	
5	Emergency kit for Rail Car (Chlorine “C” Kit (Optional if no rail service in response or mutual aid area)	<input type="checkbox"/>	<input type="checkbox"/>	
6	Overpacks and recovery drums, lab pacs (Assorted sizes and quantities)	<input type="checkbox"/>	<input type="checkbox"/>	
7	Rolled Visqueen/PVC/plastic sheeting	<input type="checkbox"/>	<input type="checkbox"/>	
8	Mercury spill kit	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Chemical Methods of Mitigation</b>				
9	Quantities of neutralizer Acid – Access to, with a minimum 50 pounds (or equivalent) on hand	<input type="checkbox"/>	<input type="checkbox"/>	
	Caustic – Access to, with a minimum 50 pounds (or equivalent) on hand	<input type="checkbox"/>	<input type="checkbox"/>	
10	Assortment of selective and non-selective booms, socks, bag sheets, pillows, pads, etc. for use as absorbent and adsorbent	<input type="checkbox"/>	<input type="checkbox"/>	
11	Foam solution, foam concentrates or water additives required to neutralize, minimize vapor release; quantity based on available resources, risk, and transportation commodities	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Suppression Equipment (chemical and metals)</b>				
12	Capability to extinguish small chemical/metal fires: Dry chemical	<input type="checkbox"/>	<input type="checkbox"/>	
	Purple K			
13	Access to Class D agent – 2/30# minimum one ea MTL X or one ea LITHIX for lithium fires and an identified resource of large amounts of Class D agents, sand, or dirt for large/industrial-type fires	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Tools – It is required that non-sparking tools be used where applicable</b>				
14	Assortment of basic sockets, wrenches, hammers, pliers, screwdrivers brushes drill bits saws etc.	<input type="checkbox"/>	<input type="checkbox"/>	
15	Grounding equipment/bonding equipment/grounding meter	<input type="checkbox"/>	<input type="checkbox"/>	
16	Hand truck/drum dolly	<input type="checkbox"/>	<input type="checkbox"/>	
17	Hydraulic power rescue tool with assorted attachments (available to teams through mutual aid)	<input type="checkbox"/>	<input type="checkbox"/>	
18	Drum opener	<input type="checkbox"/>	<input type="checkbox"/>	
19	Shovels – round-point or square-point	<input type="checkbox"/>	<input type="checkbox"/>	
20	Saws, axes, and pry bars	<input type="checkbox"/>	<input type="checkbox"/>	

Item #	Description	Yes	No	Remarks
21	Come-a-long (pulley)	<input type="checkbox"/>	<input type="checkbox"/>	
22	Assorted cribbing	<input type="checkbox"/>	<input type="checkbox"/>	
23	Capabilities to perform operations-level tasks, with pads, booms, drainage covers etc., dam and dike material	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Decontamination Equipment</b>				
Capability to perform physical and chemical decontamination. If a higher level of capability is available, it must be available at time of certification inspection.				
24	Show equipment and capability to perform wet and dry technical decon	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Communications Equipment</b>				
25	Capability for HAZMAT Team to communicate with the: Incident Commander	<input type="checkbox"/>	<input type="checkbox"/>	
	County Emergency Management Coordinator (EMC) or 9-1-1 or Emergency Operations Center	<input type="checkbox"/>	<input type="checkbox"/>	
	If capability does not exist, a Command Post with this capability must be simultaneously dispatched with the team	<input type="checkbox"/>	<input type="checkbox"/>	
26	Capability for HAZMAT Team to communicate with all Entry Team Members and Branch Chiefs	<input type="checkbox"/>	<input type="checkbox"/>	
27	Capability for each Entry Team Member to communicate with at least the Back-Up Entry Team Communication Systems must be intrinsically safe. The radio and battery must meet the requirements of Underwriters Laboratories, Inc.®	<input type="checkbox"/>	<input type="checkbox"/>	
28	Capability for all Entry Team members to communicate with each other Communication systems must be intrinsically safe The radio and battery must meet the requirements of Underwriters Laboratories, Inc.®	<input type="checkbox"/>	<input type="checkbox"/>	
29	Alert pagers or other personal alerting system and other dispatch capabilities/units	<input type="checkbox"/>	<input type="checkbox"/>	
30	Mobile telephone	<input type="checkbox"/>	<input type="checkbox"/>	
31	Fax machine/laptop with data connection/tablet with data connection	<input type="checkbox"/>	<input type="checkbox"/>	



**ATTACHMENT 8**

<b>AIR MONITORING AND DETECTION EQUIPMENT QUESTIONNAIRE</b>			
<b>Team:</b>		<b>Date:</b>	
<b>Inspectors Name:</b>			
<b>State Agency:</b>			

**Monitoring and Detection Equipment**

Item #	Description	Yes	No	Remarks / Unit
1	Air monitoring capability – LEL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Air monitoring capability – O <sub>2</sub>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Air monitoring capability – Toxic gases <input type="checkbox"/> CO <input type="checkbox"/> H <sub>2</sub> S <input type="checkbox"/> Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Other
4	Air monitoring capability – PID	<input type="checkbox"/>	<input type="checkbox"/>	
5	Radiological monitor (α β γ)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Other
6	Heat scanner/thermal imager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Other
7	Thermometer – air, surface, and liquid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other
8	pH paper/meter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Other
9	PCB kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Other

Item #	Description	Yes	No	Remarks / Unit
10	HazCat Kit or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other:
11	CWA monitoring/detection capability for both the liquid and vapor phase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> M-8 Paper (booklet) <input type="checkbox"/> M-9 Paper (roll) <input type="checkbox"/> Paper-Chemical Agent Detector, 3-way Liq. (booklet) <input type="checkbox"/> M-256A1 Kit (foil pouch) <input type="checkbox"/> M-18A2 Kit (pouch) <input type="checkbox"/> C-2 Kit (vinyl-coated case) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other:
12	Ability to identify locations of gas chromatographic system for analysis: (DEP, Civil Support Team, or RCTTF)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> DEP <input type="checkbox"/> CST <input type="checkbox"/> Other:
13	Sampling containers			<input type="checkbox"/> Plastic <input type="checkbox"/> Glass <input type="checkbox"/> Tedlar/Teflon Bags <input type="checkbox"/> Other:
14	Drum sampler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Thief <input type="checkbox"/> Coliwasa <input type="checkbox"/> Other
15	Are there written SOPs/SOGs for monitoring & detection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Detailed procedures specified in SOPs/SOGs <input type="checkbox"/> General procedures included in SOPs
16	Do the SOPs/SOGs specify the concurrent monitoring of ionizing radiation combustible/explosive conditions, oxygen deficiency and toxic substances during initial entries involving unknowns?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Specified in SOPs/SOGs <input type="checkbox"/> Monitoring is done but not specified in SOPs/SOGs <input type="checkbox"/> Other:
17	For equipment requiring calibration (operationally or per the manufacturer) -- do the SOPs/SOGs require a daily calibration check (bump test) or full calibration prior to each day's use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Specified in SOPs/SOGs <input type="checkbox"/> Daily calibration is done but not specified in SOPs/SOGs <input type="checkbox"/> Other:

Item #	Description	Yes	No	Remarks / Unit
18	Is routine maintenance and calibration performed by a qualified team member?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Routine Maintenance <input type="checkbox"/> Calibration
19	Are calibration records maintained for each piece of monitoring and detection equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Hand Log Sheets <input type="checkbox"/> Computerized records <input type="checkbox"/> Cal-station keeps Records <input type="checkbox"/> Other:
20	For equipment requiring calibration (operationally or per the manufacturer) – are records maintained of daily bump-tests / calibrations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Hand Log Sheets <input type="checkbox"/> Computerized records <input type="checkbox"/> Cal-station keeps Records <input type="checkbox"/> Other:
21	Are all expiration dates for sensors/tubes current?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Sensors current <input type="checkbox"/> Sensors expired <input type="checkbox"/> Tubes current <input type="checkbox"/> Tubes expired <input type="checkbox"/> Tubes N/A

Inspection Summary – Air Monitoring and Detection Equipment			
Assessment Criteria	Results		Comments
Equipment requirements for monitoring / detection	<input type="checkbox"/>	Meets or exceeds	
	<input type="checkbox"/>	Problems noted	
Written SOPs/SOGs for monitoring and detection	<input type="checkbox"/>	Meets or exceeds	
	<input type="checkbox"/>	Problems noted	
Equipment maintenance/calibration	<input type="checkbox"/>	Meets or exceeds	
	<input type="checkbox"/>	Problems noted	
Calibration records	<input type="checkbox"/>	Meets or exceeds	
	<input type="checkbox"/>	Problems noted	

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**ATTACHMENT 9**

<b>MEDICAL SURVEILLANCE PROGRAM QUESTIONNAIRE</b>						
<b>Team:</b>				<b>Date:</b>		
<b>Inspectors Name:</b>						
<b>State Agency:</b>						
			<b>Yes</b>	<b>No</b>	<b>N/A</b>	
<b>1</b>	Has the employers developed and implemented a written safety and health program for their employees involved in hazardous waste operations - <b>1910.120(b)(1)(i):</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Note:</b>						
<b>2</b>	<b>Does the written safety and health program incorporate - 1910.120(b)(1)(ii) - 1910.134(c)(1):</b>					
	<b>A</b>	The medical surveillance program.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>B</b>	Standard operating procedures for safety and health.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>C</b>	Written respiratory protection program.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Note:</b>						
<b>3</b>	<b>Does the medical surveillance program instituted by the employer include all employees - 1910.120(f)(2)(i):</b>					
	<b>A</b>	Who are or may be exposed to hazardous substances or health hazards at or above the established permissible exposure limit, above the published exposure levels for these substances, without regard to the use of respirators for 30 days or more a year.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>B</b>	Who wear a respirator for 30 days or more a year or as required by 1910.134.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>C</b>	Who are injured, become ill, or develops signs or symptoms due to possible overexposure involving hazardous substances or health hazards from an emergency response or hazardous waste operation.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>D</b>	All members of the HAZMAT team.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Note:</b>						
<b>4</b>	<b>Are there provisions for Medical Examinations and Consultations to be made available by the employer to each employee:</b>					
	<b>A</b>	Prior to assignment.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>B</b>	Before the employee is fit tested or required to use the respirator in the workplace.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>C</b>	As soon as possible, upon notification by an employee, that the employee has developed signs or symptoms indicating possible overexposure to hazardous substances or health hazards.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>D</b>	As soon as possible, upon notification by an employee, that the employee has been injured or exposed above the permissible exposure limits or published exposure levels in an emergency situation.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>E</b>	For employees who may have been injured, received a health impairment, developed signs or symptoms which may have resulted from exposure to hazardous substances resulting from an emergency incident.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

			Yes	No	N/A
4	F	For employees who may have been exposed during an emergency incident to hazardous substances at concentrations above the permissible exposure limits or the published exposure levels without the necessary personal protective equipment being used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	G	At the end of employment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	H	At additional times, if the examining physician determines that follow-up examinations or consultations are medically necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I	At least once every twelve months for each employee unless the attending physician believes a longer interval (not greater than biennially) is appropriate – <b>They must have a written document from the Physician with the recommendation they can extend the physical requirements two years.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	J	More frequent depending on the extent of potential or actual exposure, the type of chemicals involved, the duration of the work assignment, and the individual worker's profile.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	K	By or under the supervision of a licensed physician, preferably one knowledgeable in occupational medicine.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	L	Without cost to the employee, without loss of pay, and at a reasonable time and place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Note:** 1910.120(f)(3); 1910.120(f)(5); 1910.134(e)(1)

Termination examination may be limited to obtaining an interval medical history of the period since the last full examination (consisting of medical history, physical examination, and laboratory tests) if all three following conditions are met:

The last full medical examination was within the last 6 months. No exposure occurred since the last examination.

5	<b>Are the following provided to the attending physician:</b>				
	A	One copy of 29 CFR 1910.120 and its appendices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B	One copy of 29 CFR 1910.134 Section (e).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	C	A description of the employee's duties as they relate to the employee's exposures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	D	The employee's exposure levels or anticipated exposure levels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	E	A description of any personal protective clothing and equipment used or to be used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	F	Information from previous medical examinations of the employee which is not readily available to the examining physician made available to the attending physician.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	G	The type and weight of the respirator to be used by the employee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	H	The duration and frequency of respirator use (including use for rescue and escape).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I	The expected physical work effort.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	J	Temperature and humidity extremes that may be encountered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K	A copy of the written respiratory protection program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Note: 1910.120(f)(6) & 1910.134(e)(5)** When the employer replaces a Physician or Other Licensed Health Care Professional (PLHCP), the employer must ensure that the new PLHCP obtains this information, either by providing the documents directly to the PLHCP or having the documents transferred from the former PLHCP to the new PLHCP. However, OSHA does not expect employers to have employees medically reevaluated solely because a new PLHCP has been selected.

**Note:**

Yes No N/A

<b>Does the employer obtain and furnish the employee with a copy of a written opinion from the examining physician containing:</b>		Yes	No	N/A
<b>6</b>	<b>A</b> The physician's opinion as to whether the employee has any detected medical conditions which would place the employee at increased risk of material impairment of the employee's health from work in hazardous waste operations or emergency response, or from respirator use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>B</b> The physician's recommended limitations upon the employee's assigned work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>C</b> The results of the medical examination and tests if requested by the employee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>D</b> A statement that the employee has been informed by the physician of the results of the medical examination and any medical conditions which require further examination or treatment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>E</b> A written assessment of the worker's capacity to perform while wearing a respirator if wearing a respirator is a job requirement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Note: 1910.120(f)(7)(i)** The written opinion obtained by the employer shall not reveal specific findings or diagnoses unrelated to occupational exposure. Occupational Safety and Health Administration (OSHA) respirator standard (29 CFR Part 1910.134) states that no employee should be assigned to a task that requires the use of a respirator unless it has been determined that the person is physically able to perform under such conditions.

**Note:**

<b>7</b>	Are medical records maintained and preserved on exposed workers for 30 years after they leave employment IAW (29 CFR Part 1910.1020).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Note: 1910.1020(d)(1)(i)** Nothing in this section is intended to mandate the form, manner, or process by which an employer preserves a record so long as the information contained in the record is preserved and retrievable, except that chest X-ray films shall be preserved in their original state.

**Note:**

<b>8</b>	Are medical records made available to workers, their authorized representatives, and authorized OSHA representatives the results of medical testing and full medical records and analyses IAW (29 CFR Part 1910.20) - 1910.1020(e)(1)(i).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Note:**

<b>9</b>	Do the records include - 1910.120(f)(8)(ii)(A)-(D):			
<b>A</b>	<b>The name and social security number of the employee.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>B</b>	The physicians' written opinions, recommended limitations and results of examinations and tests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>C</b>	All employee medical complaints related to exposure to hazardous substances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>D</b>	A copy of the information provided to the examining physician by the employer, with the exception of the standard and its appendices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Note:</b>				

### PRE-EMPLOYMENT SCREENING

Pre-employment screening has two major functions: (1) determination of an individual's fitness for duty, including the ability to work while wearing protective equipment, and (2) provision of baseline data for comparison with future medical data.

		Yes	No	N/A			
<b>Does Pre-employment screening:</b>							
10	A	Include medical history (questionnaire).			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B	Include occupational history (questionnaire).			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	C	Include a physical examination.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	D	Include baseline testing (both medical screening tests and biologic monitoring tests).			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	E	Include urinalysis.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	F	Include pulmonary function test (spirometry testing) performed.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	G	Include electrocardiogram (EKG) performed.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	H	Include vision tests that measure refraction, depth perception, and color vision.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I	Include audiometric tests, performed at 500, 1,000, 2,000, 3,000, 4,000, and 6,000 hertz (Hz) pure tone in an approved booth (see requirements listed in 29 CFR Part 1910.95, Appendix D).			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	J	Include a 14 x 17 inch posterior/anterior view chest X-ray, with lateral or oblique views only if indicated or if mandated by state regulations.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K	Disqualify individuals who are clearly unable to perform based on the medical history and physical exam (e.g., those with severe lung disease, heart disease, or back or orthopedic problems).			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Note:** Vision tests should be administered by a qualified technician or physician. Vision quality is essential to safety, the accurate reading of instruments and labels, the avoidance of physical hazards, and for appropriate response to color-coded labels and signals.

Audiometric tests should be administered by a qualified technician, and results read by a certified audiologist or a physician familiar with audiometric evaluation. The integrity of the eardrum should be established since perforated eardrums can provide a route of entry for chemicals into the body. The physician evaluating employees with perforated eardrums should consider the environmental conditions of the job and discuss possible specific safety controls with the Site Safety Officer, industrial hygienist, and/or other health professionals before deciding whether such individuals can safely work on site.

The X-ray should be taken by a certified radiology technician and interpreted by a board-certified or board-eligible radiologist. Chest X-rays taken in the last 12-month period, as well as the oldest chest X-ray available, should be obtained and used for comparison. Chest X-rays should not be repeated more than once a year, unless otherwise determined by the examining physician.

At least one standard, 12-lead resting EKG should be performed at the discretion of the physician. A "stress test" (graded exercise) may be administered at the discretion of the examining physician, particularly where heat stress may occur.

**Note:**

### PERIODIC MEDICAL EXAMINATIONS

Periodic medical examinations should be developed and used in conjunction with pre-employment screening examinations. Comparison of sequential medical reports with baseline data is essential to determine biologic trends that may mark early signs of adverse health effects, and thereby facilitate appropriate protective measures. The basic periodic medical examination is the same as the pre-employment screening, modified according to current conditions, such as changes in the worker's symptoms, site hazards, or exposures.

**Yes** **No** **N/A**

**Do the periodic medical examinations include:**

<b>11</b>	<b>A</b>	Interval medical history, focusing on changes in health status, illnesses, and possible work related symptoms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>B</b>	A physical examination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>C</b>	Additional medical testing, depending on available exposure information, medical history, and examination results.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>D</b>	Pulmonary function.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>E</b>	Audiometric tests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>F</b>	Vision tests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>G</b>	Blood and urine tests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Note:** The examining physician should have information about the worker's interval exposure history, including exposure monitoring at the job site, supplemented by worker-reported exposure history and general information on possible exposures at previously worked sites.

Testing should be specific for the possible medical effects of the worker's exposure. Multiple testing for a large range of potential exposures is not always useful; it may involve invasive procedures (e.g., tissue biopsy), be expensive, and may produce false-positive results.

Annual Audiometric retests are required for personnel subject to high noise exposures (an 8-hour, time-weighted average of 85 dBA<sub>2</sub> or more), those required to wear hearing protection, or as otherwise indicated.

Pulmonary function tests should be administered if the individual uses a respirator, has been or may be exposed to irritating or toxic substances, or if the individual has breathing difficulties, especially when wearing a respirator.

Annual retests are recommended to check for vision degradation.

**Note:**

### EMERGENCY TREATMENT / NON-EMERGENCY TREATMENT

<b>12</b>	Are there provisions for emergency treatment and acute non-emergency treatment made at each site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Note:**

<b>13</b>	Is there a team of site personnel trained in emergency first aid? This should include a Red Cross or equivalent certified course in cardiopulmonary resuscitation (CPR), and first-aid training that emphasizes treatment for explosion and burn injuries, heat stress, and acute chemical toxicity. In addition, this team should include an emergency medical technician (EMT) if possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Note:**

		Yes	No	N/A
14	Are personnel trained in emergency decontamination procedures in coordination with the Emergency Response Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Note:</b>				
15	Are emergency/first-aid stations established on site, capable of providing (1) stabilization for patients requiring offsite treatment, and (2) general first aid (e.g., minor cuts, sprains, abrasions)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Note:</b>				
16	Are there established protocols for monitoring heat stress?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Note:</b>				
17	Are plans made in advance for emergency transportation to, treatment at, and contamination control procedures for a nearby medical facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Note:</b>				
18	Are local emergency transport and hospital personnel educated about possible medical problems on site; typed of hazards and their consequences; potential for exposure; scope and function of the site medical program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Note:</b>				
19	Is there a review of emergency procedures with all site personnel at safety meetings before beginning the work shift?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Note:</b>				
20	Do offsite medical personnel investigate and treat non-job-related illnesses that may put the worker at risk because of task requirements (e.g., a bad cold or flu that might interfere with respirator use)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Note:</b>				
21	Is a copy of the worker's medical records kept at the site (with provisions for security and confidentiality) and, when appropriate, at a nearby hospital?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Note:</b>				
		Yes	No	N/A

### ON-SCENE MEDICAL MONITORING

The ongoing, systematic evaluation of response personnel who are at risk of suffering adverse effects of heat/cold exposure, stress, or hazardous materials exposure

22	Is pre-entry medical monitoring performed at the site of a hazardous materials incident to obtain baseline vital signs and physical assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Note:</b>				
23	Are exclusion criteria guidelines identified to determine medical/physical fitness for entry?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Note:</b>				

24	Is post-entry medical monitoring performed including follow-up monitoring and treatment protocol?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Note:</b>				
<b>PROGRAM REVIEW</b>				
25	Does the organization perform maintenance and review of medical records and test results in assessing the effectiveness of the health and safety program with the safety officer, medical consultant, and/or management representative at least annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Note:</b>				
26	Are all accidents or illness promptly investigated to determine the cause, and make necessary changes in health and safety procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Note:</b>				
27	Is there an evaluation of the efficacy of specific medical testing in the context of potential site exposures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Note:</b>				
28	Does the program review allow adding or deleting medical tests as suggested by current industrial hygiene and environmental data?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Note:</b>				
29	Is there a review of potential exposures and site safety plans at all sites to determine if additional testing is required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Note:</b>				

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**ATTACHMENT 10**

<b>Exercise Evaluation Questionnaire</b>			
Team:		Date:	
Inspectors Name:			
State Agency:			

Exercise Title:	
Exercise Location:	
Name of HMRT Officer in Charge:	
Name of Incident Commander:	

<b>Item #</b>	<b>Description</b>	<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1	Was the HMRT integrated in the NIMS Incident Command System?	<input type="checkbox"/>	<input type="checkbox"/>	
2	What was the primary method of communication used?			
3	Was there a backup method of communication?	<input type="checkbox"/>	<input type="checkbox"/>	
4	Was resource management demonstrated?	<input type="checkbox"/>	<input type="checkbox"/>	
5	Was contamination control demonstrated?	<input type="checkbox"/>	<input type="checkbox"/>	
6	Was spill control demonstrated?	<input type="checkbox"/>	<input type="checkbox"/>	
7	Method of spill control used?			
8	Was an HMRT Safety Officer engaged in the operation?	<input type="checkbox"/>	<input type="checkbox"/>	
9	Was the selection of appropriate PPE for the hazardous material(s) demonstrated?	<input type="checkbox"/>	<input type="checkbox"/>	
10	Was sampling techniques demonstrated?	<input type="checkbox"/>	<input type="checkbox"/>	
11	Was the containment of an unplanned release of hazardous material demonstrated?	<input type="checkbox"/>	<input type="checkbox"/>	
12	Method of containment demonstrated?			
13	Additional Comments:			