



## CALIFORNIA OFFICE OF EMERGENCY SERVICES

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December 27, 2021

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

### BULLETIN # 22

(Version 1.3)

## HAZ-MAT TEAM TYPING INSPECTION PROCESS

1. Upon the selection of an inspection date by the Haz-Mat Team Typing Inspectors, the requesting agency will be notified by email. A detailed memo (usually by e-mail communications) outlining the inspection process will be sent to the "Point-Of-Contact" person. It will verify:
  - a. The inspection date and time
  - b. The inspection method (Virtual or In-Person)
  - c. The inspection location by proper street address and ZIP code
  - d. The lead person that will be present as the Point-Of-Contact
2. Inspection Methods:
  - a. **In-Person:** The inspection team will be present and onsite of the location where the HazMat Unit inspection is being conducted. The 3 members of the inspection team will be paired with 3 members of the host team the day of the inspection.
  - b. **Virtual:** To allow for the health and wellbeing of the Inspection Team and Host Team members, inspections are conducted virtually. The inspection will be conducted utilizing the FaceTime Application available on iPhone or iPad. The inspection team will consist of 3 members who will be paired with 3 members of the host team in advance of the inspection.
3. The inspection process is as follows:
  - a. On the date of inspection, all *SEL* hazardous materials items, tools, and equipment should be removed from the apparatus prior to the scheduled inspection start time.

- b. It is required that the equipment be displayed on the apparatus room floor, and/or on tables. Items can be labeled with the SEL # in a chronological order. This facilitates the inspection process of individual items and kits.
- Some of the electronic detection devices may be required to be turned on at the request of an inspector to verify substance agent capability.
  - Chemical protective clothing will be inspected to ensure proper NFPA label requirements are present.
  - Absorption substances will need to be inspected to ensure the label correctly corresponds to the SEL requirements.
  - Absorption pads, pillows, and pigs will need to be inspected to insure proper labeling.
  - Mechanical plugging and patching kits will be inspected to ensure inventory of all required parts are present.
  - Other kits, such as Zone Marking Kit, Trauma Kit, hand tools kits, sampling kits, etc., may be spot-checked for proper inventory.
  - All sensors and calibration gasses must not be expired
  - For Type 1 teams Self-Contained Breathing Apparatus must meet CBRN/WMD Standards.
- c. It is required that three members of the Haz-Mat Team be assigned to accompany the inspection team to help in identifying the location and type of specific inventory equipment once the inspection begins.
- d. The inspection process closely follows the listing of the *SEL* equipment items in chronological order.
- e. The inspection team will take time to inspect for (but not limited to):
- **Standards:** Various equipment items that must meet a specified performance standard (i.e., NPFA labels inside CPC suits; intrinsically safe labels on handheld radios, SCBA's, etc.) as noted in the *SEL* will be documented.
  - **Certifications:** Compliance to specific certification requirements as noted in the *SEL* will be documented (i.e., Specific capabilities of specified absorbent substances is indicated on the label; Sampling containers meet EPA sterile protocols, etc.)
  - **Inventory:** The exact number and type of articles and/or parts that are specified to be present in designated "kits" or individual *SEL* inventory item number will be documented. Kits and/or equipment items must be complete.
  - **Functionality:** Complete functionality of selected equipment and/or items may be spot-checked. Regarding the computer system and associated software, all required software, electronic databases, and document / graphics formats will be checked, as described in the *SEL*.

4. Training Records:

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

**Type 3** – Five members trained to CSTI *HMT* (160 hour)

**Type 2** – Five members trained to CSTI *HMS* (80 additional hours), in addition to the HMT requirements

**Type 1** – Seven members trained to CSTI *HMS* and trained to CSTI *HM/Weapons of Mass Destruction: Terrorism* [Title 19 CCR 2520(ff)] or equivalent.

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

- c. **Virtual Inspections:** A training record document will be emailed to the point-of-contact when the inspection date is confirmed. Please provide certified documentation of completion of the required training for the appropriate Haz-Mat Team Type:

**Type 3** – Five members trained to CSTI *HMT* (160 hour)

**Type 2** – Five members trained to CSTI *HMS* (80 additional hours), in addition to the HMT requirements

**Type 1** – Seven members trained to CSTI *HMS* and trained to CSTI *HM/Weapons of Mass Destruction: Terrorism* [Title 19 CCR 2520(ff)] or equivalent.

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

- e. The completed training record and copies of certificates for virtual inspections shall be returned by email or mail for review prior to the scheduled inspection date.

- f. Correspondence regarding training records will be by email.

5. Inspection Team Agenda: In-Person Inspections.

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

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

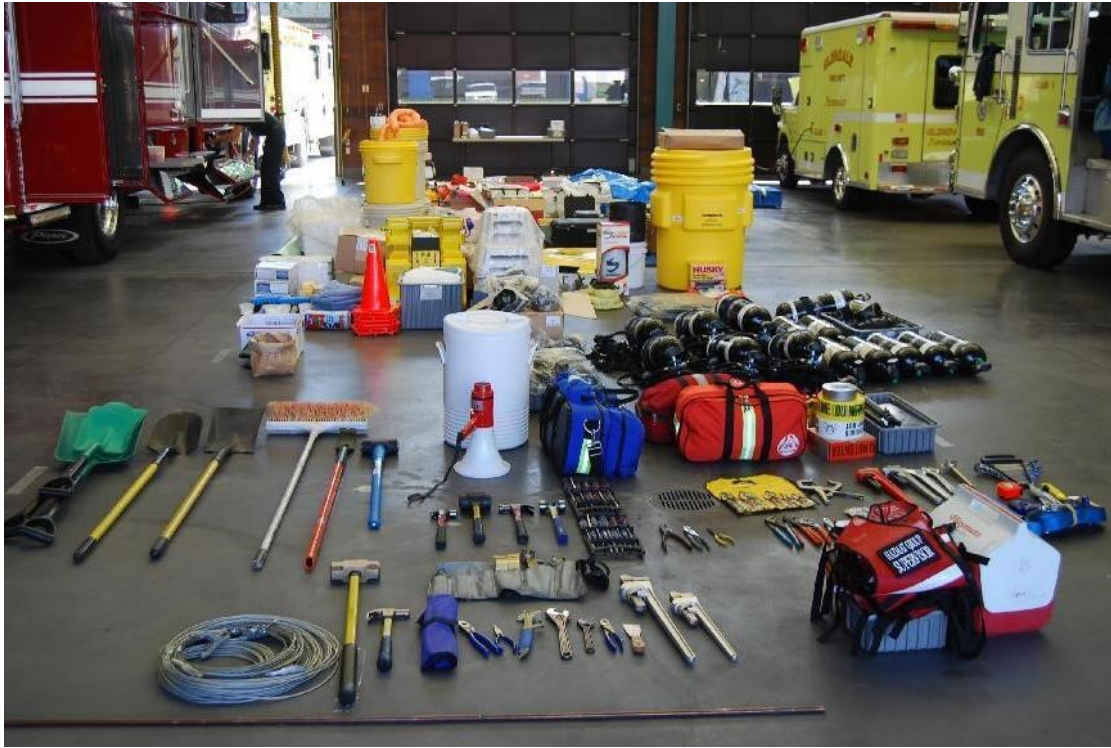
- c. Photographs may be taken for educational purposes.

- d. Upon conclusion of the inspection, the inspection team will conduct a 30 minute “Post-Inspection” debriefing.

- e. Tentative inspection results will be discussed.

- f. Review of missing items will be presented.
  - g. An explanation of the procedure to correct deficiencies (acquisition of missing equipment).
  - h. An explanation of the Cal OES Fire & Rescue Division, Special Operations & Hazardous Materials Team activation process will be provided.
6. Inspection Team Agenda: Virtual Inspections.
- a. Each member of the inspection team will contact the paired host team member at the scheduled inspection start time and begin the inspection utilizing FaceTime.
  - b. The inspection process takes about 1 to 1½ hours.
  - c. A post inspection email will be sent to the point of contact. The email will include:
    - Results of the inspection and an explanation of the next steps in the process.
    - An itemized list of missing or deficient items found during inspection if any.
    - An Explanation of the procedure to correct deficiencies (acquisition of missing equipment).
7. Development of documents:
- a. Copies of all inspection reports will be made and sent electronically by email to the requesting agency:
  - b. Other reports and documents will be drafted, and copies mailed to the requesting agency:
    - **HMRT Company Pass** – A letter indicating a “Pass” acknowledging this accomplishment. It will document and specify the official Team Typing status achieved, and that the team is in conformity.
    - **HMRT Company Pass** – A separate letter of congratulations is sent to the Chief of the Department or Agency requesting the inspection. It is issued and signed by the Chief of the Fire & Rescue Branch, Cal EMA.
    - **HMRT Certificate of Achievement** – A certificate acknowledging the team typing achievement and typing level attained.
  - c. The Cal OES Fire & Rescue Branch Master Mutual Aid lists and maps will be amended to include the agency’s HazMat company as being certified as a Type 1, Type 2, or Type 3 HMRT.
8. Examples of the layout and preparation of the equipment and tools on the apparatus floor are shown in the photos on the following page.





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