

	PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY 2605 Interstate Drive Harrisburg, Pennsylvania 17110-9364	EMERGENCY MANAGEMENT DIRECTIVE NO. D2004-1
SUBJECT: CERTIFIED HAZARDOUS MATERIALS RESPONSE TEAMS IN PENNSYLVANIA		DATE: August 23, 2004

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I. PURPOSE

- A. Establish and maintain a comprehensive hazardous material safety program for the Commonwealth and its counties as approved by the Pennsylvania Emergency Management Council.
- B. Develop a program for certifying Hazardous Material Response Teams (HMRT). The certification program shall include, but not be limited to:
 - 1. Establishing criteria for initial certification and re-certification, both terms referred to hereafter as (re)certification, and their administrative requirements to include the application process, assessment procedures, minimum training requirements, personal protective program, medical surveillance program and exercise requirements.
 - 2. Establishing the framework for basic response requirements to include minimum requirements for a team response, implementation of the National Incident Management System (NIMS) and the development of a response plan and reporting process.
 - 3. Certifying HMRTs with several preparedness levels patterned after levels established by the United States Occupational Safety and Health Administration at 29 CFR Part 1910.120.

NOTE: This is a major revision to the previous directive. There are no markings in this document to indicate additions, deletions, or changes from the superseded publication.

II. SCOPE

This directive pertains to Certified Hazardous Materials Response Teams that respond within the Commonwealth of Pennsylvania whether the team is managed by government or private entities.

III. AUTHORITY AND REFERENCES

- A. *Pennsylvania's Hazardous Material Emergency Planning and Response Act*, Act 1990-165, as amended (Hereinafter, Act 165)
- B. *Pennsylvania's Emergency Management Services Code*, Title 35
- C. *Pennsylvania's Confidence in Law Enforcement Act*, Act 2, 2004
- D. *Pennsylvania's Counterterrorism Planning, Preparedness and Response Act*, Act 2002-227
- E. PEMA, Emergency Management Guidance & Information Circular C93-1, *Guidance for Appropriate Emergency Response to Spills or Leaks from Vehicle Fuel Tanks or Heating System Fuel Supply Tanks or Lines*
- F. PEMA, Emergency Management Guidance & Information Circular C2000-10, *Guidance on Evacuation Authority*
- G. Occupational Safety and Health Administration (OSHA) *Standard for Hazardous Waste Operations and Emergency Response*, 29CFR 1910.120
- H. U.S. Department of Health and Human Services, *Occupational Safety and Health Guidance Manual for Hazardous Waste Site Activities*
- I. U.S. Environmental Protection Agency (EPA) *Worker Protection Standards for Hazardous Waste Operations and Emergency Response*, 40 CFR 311
- J. *Office for Domestic Preparedness: Homeland Security Exercise and Evaluation Program*

- K. National Fire Protection Association Standard 471, *Recommended Practice for Responding to Hazardous Materials Incidents*
- L. National Fire Protection Association Standard 472, *Professional Competence of Responders to Hazardous Materials Incidents*
- M. National Fire Protection Association Standard 473, *Professional Competencies for EMS Personal Responding to Hazardous Materials Incidents*

IV. GENERAL

A. STATE CERTIFICATION

1. Certification Process

- a. following procedures shall be used by PEMA for assessing current or potential Hazardous Material Response Teams (HMRT) in Pennsylvania to determine their eligibility for initial certification or recertification under Act 165.
 - 1) The Authorized Official shall submit their completed and signed Application for Initial/Re-certification of a Hazardous Material Response Team to the appropriate PEMA Area Office (Attachment 1) at least 120 days prior to the current expiration date. See Section IV.A.2. Application for more details on the application process.
 - 2) Upon approval of the application by PEMA HQ, the PEMA Area Office will coordinate with the Authorized Official to establish a date for their certification assessment. The Authorized Official should provide this date to the Emergency Management Coordinator's (EMC) in which there is a signed Statement of Agreement(s). The county EMC(s) should extend the invitation to members of the Local Emergency Planning Committee (LEPC) and County Commissioners so they have the opportunity to attend the assessment. The assessment will be no later than 45 days prior to the expiration date of the current certification. All (re)certification assessments shall all-inclusive, evaluating all requirements established within this directive.
 - 3) The inspection team shall consist of representatives from PEMA HQ, the appropriate PEMA Area Office, State Fire Academy, and Department of Environmental Protection (DEP). The inspection team may include representatives from the State Police or the Office of the State Fire Commissioner or any other State agency representatives as determined by PEMA HQ. The representative of PEMA HQ will act as the inspection team leader and ensure assessments, reports, and certificates are completed in accordance with this directive.
 - 4) The inspection team will meet with the Authorized Official, on site, and 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 inspection team for visual or operational examination.
 - 5) The inspection team will review the standard operating procedures and verify that the contents meet established state and federal standards.

- 6) All standard operating procedures must be submitted when the team submits their initial application package only. The emergency response plan will be specifically designated as an appendix to the County Emergency Operations Plan (CEOP), ESF 10.
 - 7) Upon completion of the assessment, the inspection team will conduct a closing conference with the Authorized Official, team administrators, and other representatives. The inspection team will provide a brief overview of the assessment and explain any deficiencies observed. The attendees shall have the opportunity to rebut or correct these deficiencies at the time of the closing conference.
 - 8) Within 5 days of the assessment, PEMA HQ will provide the Authorized Official a preliminary report of the assessment, identifying the finding(s) of the assessment. The preliminary report will contain a brief account of the results and the finding(s) that were identified during the assessment. The report will also spell out the action(s) required to become compliant with this directive. The suspense date submitted in the report shall be based on the impact the finding(s) has on the team's health, safety, and operational capabilities.
 - 9) If there is adequate time, a ten (10) day period may be provided to rebut the findings, which were not identified during the closing conference. Rebuttals to the report may be transmitted electronically or mailed to the appropriate PEMA Area Office. The rebuttal will be reviewed and researched for justification. The Authorized Official will receive a copy of the results and there will be no further echelon for rebuttal.
 - 10) The Authorized Official shall notify the PEMA Area Office when all deficiencies are corrected. The PEMA Area Office shall have five (5) business days after the notification to validate the resolutions. A representative from PEMA HQ may conduct this validation if the Area Office is unavailable.
 - 11) The PEMA Director will award certification to the County Emergency Management Coordinator (EMC) or Authorized Official upon successful completion of the (re)certification assessment.
- b. A letter verifying the team's (re)certification, in addition to the signed certificate will be mailed to the County EMA or Authorized Official. Copies of each document will be mailed to the Emergency Management Coordinator, Chairman of the Board of Commissioners or the County Executive, and PEMA Area Director.
 - c. (Re)Certification shall be for a period of four years. The expiration date will be the last day of the month in which the (re)certification expired and will be noted on the certificate and Letter of Certification.
 - d. If the team fails to comply with the findings by the suspense date or the team's certification expires, PEMA HQ will revoke the certification. Requests to extend the suspense date must be coordinated through PEMA Area Office for PEMA HQ approval. No certification will be extended past the certification expiration date without the approval of the PEMA Director.

- e. If certification is revoked, the affected counties will be notified by PEMA HQ to make alternate arrangements to meet the requirements of Act 165. A team losing its State Certification shall be eligible to reapply after 30 days. Teams who are not certified shall not be dispatched to a hazardous materials incident.

2. Application

- a. Each Authorized Official shall submit the Application for Initial/Re-Certification of a Hazardous Material Response Team (Attachment 2) and the additional attachments to the appropriate PEMA Area Office.
- b. The application and appropriate attachments, Statement of Agreement (Attachment 3), the Hazardous Materials Response Team Roster (Attachment 4) and certification of insurance and exercise reports/documentation must be received by the PEMA Area Office within 120 days prior to the expiration date for the current certification. Reminders to submit an application for re-certification will be sent by PEMA to the Authorized Officials four months prior to the current expiration date and each month thereafter.
- c. The following instructions shall be used when preparing the application package for submittal to the PEMA Area Office. Complete all the requested information as noted by blank lines in Application for Initial/Re-Certification of a Hazardous Materials Response Team.
 - 1) Section 1: Requests information concerning the HMRT only. If the team is owned and managed by a County government, the information should reflect the Chief Executive or Commissioner.
 - 2) Section 2: Requests information about the Authorized Official. This individual is overall responsible for the Hazardous Materials Safety Program and has authority to sign the application.
 - 3) Section 3: Requests information about the individual responsible for completing and submitting the application and has knowledge of the hazardous materials program and standard operating procedures (normally not the Authorized Official or County Emergency Manager).
 - 4) Section 4: This entry is for HMRTs who provide Hazmat response coverage for county governments and receive financial reimbursement through clean-up operations or are not associated with the county government and are under contract to provide a service for fee or reimbursement. A Statement of Agreement (Attachment 3) shall be attached for each listed county.
 - 5) Sections 5 through 11: Conditions to receive State Certified (re)certification.

NOTE: The Authorized Official signs the application and shall be the business owner, manager if the applicant is a non-government agency, or the County Commissioner/Executive if the application is submitted by a county managed HMRT.

- d. The following guidance shall be used when submitting the Statement of Agreement(s) (Attachment 3). Complete all the requested information as noted by blank lines.
- 1) The purpose of the Statement of Agreement, a document submitted by the HMRT stating the approval of each sponsoring county's Commissioner/Executive, is to ensure that said commissioner/executive have hazardous materials response coverage for the county and are familiar with their responsibilities as it relates to the hazardous materials safety program. A Statement of Agreement must be submitted with the application and signed by the commissioners from each county the team provides coverage to, whether serving as a primary or as an alternate resource.
 - 2) This form shall be used in one of two situations for each county:
 - When the private business or organization has a current agreement or contact with the county to provide hazmat response capability; or
 - When the private business or organization will, after receiving state certification, enter into an agreement or contract with said county to provide hazmat response capability.
 - 3) Those counties who are responsible for the management of their HMRTs are not required to submit the Statement of Agreement.
- e. The following instructions will be used when completing Hazardous Materials Team Roster (Attachment 4).
- 1) The Authorized Official is responsible overall for the management and operational capability of the HMRT. The Administrative Officer is the individual responsible for the completeness and accuracy of the application. If the team does not have an administrator, place N/A (non-applicable) in the section.
 - 2) The information provided should reflect the most current level of training for each member. All members shall be certified by the Team Chief to a level of training in accordance with the requirements established in OSHA 19.110.120 and NFPA 472. Each team must have, as a minimum, the levels of certified members as stated in Section IV.B.1, Team Structure.
 - 3) Name of Employee: Full name of member.
 - 4) Highest level of certification attained: select only the levels listed that best describe the member's position/authority on the team.
 - 5) Date of Certification: indicate the date on which the member received the initial certification.
 - 6) Employee Status: indicate as appropriate.
 - 7) Criminal History Check: date in which the criminal history check was

completed. Documentation shall be maintained by the EMC or administrator. This requirement was established within this directive. ALL members, new and existing, must comply. The actions taken as a result of the check are listed in Section IV.B.1, Team Structure.

- 8) Medical Surveillance: enter dates of base-line physical and the annual physical.
 - 9) Specialist Employees: list all specialists and ensure each specialist has the proper credentialing, skills, and/or knowledge required for that position. If the specialist provided documentation, i.e., certificate, license, or a registration enter the date of the document in the "Date Certified" column.
- f. Failure to submit an application in a timely manner may lead to the expiration of the team's certification. New applicants shall submit their application and attachments in accordance with this directive to the appropriate PEMA Area Office at any time.
 - g. Teams that fail to submit an application or have had their certification revoked will not be legally authorized to conduct emergency response operations to Hazmat incidents within the Commonwealth, pursuant to this directive, on the day after the expiration date identified on the certificate or the day the team is notified of the revocation, whichever date is earlier.
 - h. All government or private contractors who own or manage response resources, for the primary purpose of providing emergency services, must receive certification for each site that is outside of the response district. PEMA HQ will determine if the site is outside the response district if there is any uncertainty. Each site must meet the requirements established in this directive, independent of the other sites or certified HMRT. If said resources are staged at a satellite location (within the response district), they must be simultaneously dispatched.
 - i. Each Commonwealth agency, local agency, regional hazardous material organization, volunteer service organization, hazardous material transporter, manufacturer, supplier or user or other entity that organizes a certified hazardous material response team as identified on the team certification, shall be responsible for providing, directly or by agreement with a third party, workers' compensation and ordinary public liability insurance for its certified hazardous material response team. The Commonwealth, a County or municipality may self-insure to meet this obligation to the extent it is now authorized by state law.
 - j. Teams are responsible for maintaining compliance with the terms of the certification throughout the certification period. To ensure compliance, the appropriate PEMA Area Office or a PEMA HQ representative may conduct a compliance assessment to review documentation and equipment at any time.
 - k. The application shall include the following attachments:
 - 1) Application (Attachment 2);
 - 2) Statement of Agreement (Attachment 3);
 - 3) Hazardous Materials Team Roster (Attachment 4);
 - 4) Equipment check-list (Attachment 5);
 - 5) Certificate of Liability Insurance;

- 6) Training certificates;
- 7) Personal Protection Program (initial submission only);
- 8) Medical Surveillance Program (initial submission only); and
- 9) Exercise After Action Report for at least one full-scale exercise or equivalent (re-certification only).

3. Maintenance of Certification

- a. This section identifies specific conditions necessary to maintain legal authority to provide hazardous materials emergency response services, pursuant to this directive to mitigate actual, or potential, threats to the public health and safety, as well as the environment, in response to the release or threat of a release of a hazardous material.
- b. To be recognized as a legal Pennsylvania Certified Hazardous Material Response Team, teams 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 as required by Act 165 and this directive.
- c. All government or private contractors who own or manage response resources for the primary purpose of providing hazardous materials emergency services must apply for and receive State Certification for each HMRT located outside a response district of a HMRT of the same organization. PEMA HQ will determine if the site is outside the response district if there is any uncertainty. Each site must meet the requirements established in the directive, independent of the other sites or certified teams. If said resources are staged at a satellite location (within the response district), they are to be simultaneously dispatched.
- d. Each Commonwealth agency, local agency, regional hazardous material organization, volunteer service organization, hazardous material 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, workers' compensation and ordinary public liability insurance for its certified hazardous materials response team. The Commonwealth, a county, or municipality may self-insure to meet this obligation to the extent it is now authorized by state law.
- e. Each team will participate in at least one scheduled full-scale hazardous material-related exercise during its current certification period. The Authorized Official shall submit appropriate documentation to the application indicating the exercise requirement was fulfilled. See Section IV.A.7, Exercise Assessment Program for more details.
- f. Under normal circumstances, a certified HMRT must be able to respond to any location within its response district. 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 EMC will notify the State Emergency Operations Center (SEOC) of their situation as soon as it becomes known.
- g. Only PEMA-certified HMRTs with which the county has a signed Statement of Agreement are authorized to be dispatched initially by the county 9-1-1 center to

releases or potential releases that have the potential to harm people, the environment, or property.

- h. Certified HMRTs shall follow the dispatch procedures and response criteria established in Section IV.B.3, Team Response.
- i. In the event additional hazardous materials capabilities are requested, State Certified HMRTs should be dispatched as an additional resource. Competencies, capabilities, equipment, and training qualifications are consistent within the program. Conversely, groups who are not certified may not maintain similar competencies or capabilities. Moreover, if not officially dispatched, they may not receive financial reimbursement for the response.

4. Training

a. Hazardous Materials Training

- 1) All certified HMRTs shall implement the criterion established by the Occupational Safety and Health Administration (OSHA) as stated in 29 CFR 1910.120.(q) which defines management responsibilities for training requirements and certification levels. A more detailed description of this guidance is in 29 CFR 1910.120 Appendix E, *Training Curriculum Guidelines*. Training requirements in 29CFR 1910.120 and its appendices will enhance the refresher training requirements. The OSHA web page is www.osha.gov/index. Additionally, HMRTs should consult National Fire Protection Association (NFPA) NFPA 472, *Professional Competencies of Responders to Hazardous Materials Incidents*. While OSHA 1910.120 (q) is the legal requirement, NFPA 472 can assist certified HMRTs in establishing both initial and refresher training requirements. In addition to the training levels required in OSHA 1910.120, NFPA 472 defines competencies for the Hazardous Materials Branch Officer and Hazardous Materials Safety Officer, which are positions filled within the HMRT. It also provides information on Weapons of Mass Destruction (WMD) and guidance for HMRTs who choose to train personnel as product or container specialists (e.g., Cargo Tank Truck Specialist, Railroad Tank Car Specialist, etc.).
- 2) At a minimum, a team must have the appropriate number of personnel trained to the levels defined in Section IV.B.1, Team Structure.
- 3) Each member shall be trained, evaluated, and certified to a specific training level. Members shall be certified competent by the Team Chief or in accordance with established training standards or SOP's. The training received should be based upon the requirements established in OSHA 1910.120. The HMRT shall maintain appropriate records, certification, and documentation explaining the manner used to determine competency and training. Each member shall be certified to at least one of the following training levels:
 - First Responder - Operations Level - OSHA
 - Hazardous Materials - Technician Level - OSHA
 - Hazardous Materials - Safety Officer - NFPA
 - Hazardous Materials - Branch Officer - NFPA

- Hazardous Materials - Specialist - OSHA
 - Hazardous Materials On-scene Incident Commander - OSHA
 - Support Level - Awareness Level - PEMA
- 4) Team members shall receive and successfully complete training and physicals before they are called upon to perform offensive tasks in an actual incident.
 - 5) Members who serve in a support role shall also comply with the requirements of OSHA 1910.120.
 - 6) Any member who has not been certified or who does not meet the requirements shall be prohibited from engaging in operations.
 - 7) In order to improve the capability of HMRT members and ensure they function safely and efficiently as a team, Team Chief's are encouraged to make sure their team has engaged in sufficient team-building activities, such as classes, exercises, and drills. The following section lists the minimum four-year training requirement for members. Spreadsheets and/or training records shall illustrate this training for each member and be listed on the Team Roster.
 - Recognition and Identification of Hazardous Materials - 8 hours
 - Hazard and risk assessment techniques - 8 hours
 - Familiarization of the emergency response plan - 8 hours
 - Understanding termination procedures - 8 hours
 - Team organization and management - 12 hours
 - Incident Command System - 16 hours (or EMI on-line course)
 - Use of personal protective equipment (i.e. donning, wearing, performing functions and conducting response techniques)
 - Use of self-contained breathing apparatus - 16 hours
 - Decontamination procedures - 16 hours
 - Use of field survey instruments and equipment - 16 hours
 - Control, containment, and confinement techniques - 16 hours
 - Awareness level terrorism training, offered through the Pennsylvania State Fire Academy, DHS, and other accredited sources, should also be achieved by all team members.
 - 8) If the training program has sufficient content to demonstrate competency and can show by previous work experience and/or training that the member is certified, the member shall be considered as meeting the refresher training requirement. Members may receive credit for tasks they perform at an actual response.
- b. Weapons of Mass Destruction(WMD)
- 1) The Office of Domestic Preparedness (ODP) Weapons of Mass Destruction (WMD) Training Program has been written in concert with existing codes and standards of agencies such as the NFPA and federal regulatory agencies, such as the OSHA. ODP has prepared a training program that enhances the capability of HMRTs to prepare for and respond to events of terrorism involving weapons of mass destruction, including chemical, biological, radiological, nuclear, and explosive (CBRNE) devices.

- 2) These programs are mandatory for HMRTs who are coordinating with and participating in the response-planning of their Regional Counterterrorism Task Forces (RCTTF). The required level of ODP training a team shall maintain shall be determined by the operational plans established and approved by the RCTTF executive committee. 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.
- 3) 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.

5. Personal Protection Equipment

- a. All certified HMRTs shall implement a written Personal Protective Equipment (PPE) program in accordance with 29 CFR 1910.120. When elements such as donning and doffing procedures are provided by the manufacturer of a piece of equipment and are attached to the plan, they need not be rewritten into the plan. The PPE program shall address the elements listed below.
 - 1) PPE selection based upon site hazards
 - 2) PPE use and limitations of the equipment
 - 3) Work mission duration
 - 4) PPE maintenance and storage
 - 5) PPE decontamination and disposal
 - 6) PPE training and proper fitting
 - 7) PPE donning and doffing procedures
 - 8) PPE inspection procedures prior to, during, and after use
 - 9) Evaluation of the effectiveness of the PPE program, and
 - 10) Limitations during temperature extremes, heat stress and other appropriate medical considerations
- b. A PPE program shall include inspection and documentation requirements, test methods for vapor-protective ensembles and individual elements for chemical vapor protection, and additional optional criteria for chemical flash fire escape protection, and liquefied gas protection.
- c. In addition to the OSHA requirements, documentation shall be available for the inspection team to verify that Level-A pressure testing, Self Contained Breathing Apparatus (SCBA) cylinder hydrostatic, and regulator tests are being accomplished.
- d. Each team shall develop a Respiratory Protection Program in accordance with the requirements stated in OSHA 1910.134. This program requires the HMRT to develop and implement a written respiratory protection program with required worksite-specific procedures and elements for required respirator use, and includes:
 - 1) Procedures to ensure adequate air quality, quantity, and flow of breathing air for atmosphere-supplying respirators.
 - 2) Training of members in the respiratory hazards to which they are potentially

exposed during routine and emergency situations.

- e. As a part of their respiratory protection program, HMRTs should consult NFPA 1852, *Standard on Selection, Care, and Maintenance of Open-Circuit Self-Contained Breathing Apparatus*, when developing a program component for the selection, care, and maintenance of SCBAs. The SOPs shall detail methods for proper disposition of contaminated SCBA. As part of the program component for maintenance, testing procedures shall include but not be limited to the following:
 - 1) Administration
 - 2) Testing protocol
 - 3) Training in use of the breathing machine
 - 4) Calibration of the breathing machine
 - 5) Test technician authorization
 - 6) Recordkeeping
 - 7) Test scheduling
 - 8) Evaluation of the effectiveness of the program
 - f. As part of the program component for maintenance, the organization shall develop SOPs for the frequency of technician inspection and testing of SCBA.
 - g. In all cases, the frequency of technician inspection shall not be less than specified in the SCBA manufacturer's instructions.
6. Medical Surveillance Program
- a. All HMRTs shall implement a Medical Surveillance Program (MSP) as established by the OSHA, Section 1910.120(f) in their emergency response program to hazardous substance releases.
 - b. This program shall be used to determine fitness for duty and for all team members engaged in emergency response operations for releases of, or potential threats of releases of, hazardous substances without regard to the location of the hazard. In addition to reviewing the MSP to assure all programmatic requirements are incorporated, the inspection team will review the physician's written opinion for each team member. If the physician states a physical shall be performed biennially (every two years) there must be documentation verifying that authorization was appropriate.
 - c. Pre-employment screenings are required and have 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.
 - d. In addition to the annual requirement, physicals are also required for those members upon termination of membership if the employee has not had an examination within the last six months. This requirement should be offered to all members and documentation should be maintained for those who decline to accept the physical. If the member has not responded to or performed tasks at an incident while a member of the team, the termination physical is not required.

- e. The U.S. Department of Health and Human Services *Occupational Safety and Health Guidance Manual for Hazardous Waste Site Activities* manual should be used as a source for the Medical Surveillance Program.
- f. The Medical Surveillance Program shall be instituted by the HMRT for the following members:
 - 1) All first responders who 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.
 - 2) All first responders who are injured, become ill or develop signs or symptoms due to possible overexposure involving hazardous substances or health hazards from an emergency response.
 - 3) Members of Hazardous Materials teams.

NOTE: Members and specialists of an organized HMRT shall receive a baseline physical examination and a medical surveillance physical. This standard does not require firefighters or emergency medical service personnel to participate in a medical surveillance program unless: (1) they meet the requirements above or (2) the emergency responder exhibits signs or symptoms that may have resulted from exposure to hazardous substances during the course of an emergency incident.

7. Exercise Assessment Program

- a. The purpose of incorporating an exercise assessment into the hazardous materials certification program is two-fold: (1) it authenticates the goals of the HMRT and (2) it verifies that HMRTs comply with federal and state standards.
 - 1) NFPA 471 requires that HMRTs conduct an annual exercise to determine the adequacy and effectiveness of the hazardous materials emergency plan.
 - 2) Pennsylvania Act 165 supports a periodic exercise of hazardous materials release scenarios as does Title 35 Pa.C.S., Part V.
- b. Within two years of receiving state certification, each HMRT must have scheduled or participated in a full-scale certification exercise in which prevention and response elements are required to mobilize and deploy. The exercise should test major portions of operations plans under field conditions. The team must have participated in a full-scale exercise prior to the submission of their Application for Initial/Re-Certification of a Hazardous Material Response Team.
- c. PEMA HQ, the county, or the RCTTF may host the exercise.
- d. The Exercise Assessment Team will consist of a representative from one or more of the following agencies/organizations: PEMA, State Fire Academy, and DEP. The Exercise Assessment Team will observe hazardous materials operations such as site safety, incident mitigation, use of equipment, methodology employed to determine

suit selection, and termination procedures. Further assessments may include integration of NIMS, Medical Surveillance Program, and DECON. All members of the Exercise Assessment Team shall attend and shall successfully complete an evaluator's course.

- e. The full-scale certification exercise will include the following activities:
 - 1) Demonstrating interagency cooperation
 - 2) Involvement with more than one agency
 - 3) Recognition and identification of hazardous material(s)
 - 4) Use of personal protective equipment
 - 5) Decontamination of protective clothing and equipment
 - 6) Use of detection equipment
 - 7) Containment and control techniques
 - 8) Team organization and management
 - f. PEMA HQ shall develop basic exercise performance objectives and criteria for the HMRT exercises. The requirements shall be objective in nature and comply with federal and state standards. The RCTTF, county, or HMRT shall develop the specific exercise scenario.
 - g. The HMRT will have an opportunity to resolve any findings the evaluation team identifies. This will be explained in more detail when the program is developed and approved.
 - h. The exercise performance objectives will include the performance, condition, and criteria. Specific administration, direction, and exercise criteria will be developed no later than 180 days after this directive is approved. The criteria will then be added as an appendix to this directive.
8. Terms of Revocation of State Certification
- a. Non-Compliance:
 - 1) HMRTs may have their certifications revoked at any time if found to be non-compliant with any of the terms, conditions, or requirements of this directive by representatives of PEMA HQ, PEMA Area Offices, or DEP.
 - 2) A representative from PEMA HQ, the appropriate PEMA Area Office and the EMC from the affected county (county-managed teams) 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 team's certification. If the PEMA Director determines that the team is de-certified, the results of the inquiry will be mailed to the Authorized Official and the County Commissioners/County Executives and EMC of the affected county(ies). The affected county(ies) must establish other means of hazardous materials response coverage for incidents and notify PEMA HQ of its alternate plans. If the de-certified HMRT elects to become re-certified, it must do so in accordance with this directive.

b. Voluntary:

- 1) If a HMRT is unable to meet the requirements of this directive for any reason, the Authorized Official shall immediately notify the affected county(ies) with which it/they has/have a Statement of Agreement(s) and the State Emergency Operations Center at 717-651-2001.
- 2) The EMC of the affected county(ies) shall make alternate arrangements with another certified HMRT. Counties *should* have a Statement of Agreement with more than one certified HMRT.

B. RESPONSE STANDARDS

1. Team Structure

- a. A HMRT shall consist of a specific number of certified personnel in order to receive and maintain certification. The following requirement defines the minimum complement of HMRT members on-site to a Hazardous Materials Level III response:

- 1) 1 hazardous materials on-scene incident commander;
- 2) 1 hazardous materials safety officer;
- 3) 7 hazardous materials technicians; and
- 4) 1 medical specialist (i.e. a Pennsylvania Department of Health (PaDOH) Certified Emergency Medical Technician (EMT), or a licensed occupational health nurse or a licensed physician).

NOTE: A Level-III response must consist of at least 10 qualified members.

NOTE: Medical personnel serving as part of, or in support of a HMRT should be trained and qualified in accordance with NFPA Standard 473, *Competencies for EMS Personnel Responding to Hazardous Materials Incidents*.

- b. Additional Personnel for HMRTs: (List these specialists on the team roster)

- 1) Specialist Members: Explosives specialists, metallurgical specialists, toxicological specialists, engineering specialists, chemical specialists, biological specialists
- 2) Radiological specialists
- 3) Operations Specialists: Confined space, building collapse, water rescue, high angle rescue
- 4) FEMA/PEMA Qualified Radiological Officer (RO), FEMA/PEMA Qualified Radiological Response Team members
- 5) PaDOH-licensed EMT-Paramedic available through local, county, or Advanced Life Support (ALS) service
- 6) Office of Domestic Preparedness (WMD) trainers/specialists

- c. Additional first responders (members of local fire departments or other supporting paid or volunteer emergency service organizations) who regularly participate in hazardous materials responses and provide support in research functions, communications, or other support activities should be familiar with the operations of the team.

- d. All members (volunteer, full or part-time) shall have a criminal history check conducted prior to their employment. The criteria for employment will be based upon current county-established human resources policy. Under no circumstances will a State-Certified HMRT employ or continue to employ an individual when the individual has been convicted of an offense graded a felony or its equivalent in another jurisdiction, state, territory, or country.
- e. The Pennsylvania State Police offer the service for a fee. The Criminal History Request Form - SP-164 is available on-line at <http://www.psp.state.pa.us/psp/cwp/view.asp?A=4&Q=48275>.

2. Team Dispatch

- a. To administer an effective hazardous materials safety program county officials must take an active role in authorizing the dispatch of a certified team. To support this requirement, this directive empowers only certain individuals within county government to authorize the dispatch of a county's State HMRT. Section 210(b), Act 165, states that a team must be dispatched by a "legally constituted authority". A legally constituted authority, hereafter also known as the Authority Having Jurisdiction (AHJ), is either the:
 - 1) A county commissioner/executive; and/or
 - 2) The county EMC.
- b. The AHJ may, in its absence or at its convenience, delegate the authority to dispatch the HMRT. Customarily this responsibility is assigned to emergency management employees or 9-1-1 supervisors who have a strong background in hazardous materials responses and can "obligate" county funds. Conversely, no fire chief or police chief shall have the legal authority to dispatch the HMRT. Such individuals may make a request that a certified team be dispatched to the site of an actual or potential hazardous material incident, but they cannot themselves dispatch the team.
- c. Mutual aid agreements made between counties from contiguous states must be coordinated through states' legal counsels and approved by the Governors. The teams with which mutual aid agreements are made must receive state certification prior to performing initial response hazardous materials operations within the Commonwealth.
- d. Official Dispatch: only those procedures approved by the AHJ shall be implemented by the county 9-1-1 center, resulting in the authorization of a certified team to respond to an actual or potential hazardous material incident. The site of the incident does not necessarily have to be within the jurisdiction of the legally constituted authority, as in the case of mutual aid support. However, an "official dispatch" is still required in these situations. The AHJ or its designees shall not dispatch an HMRT with whom they do not have a contact or Statement of Agreement.
- e. The AHJ may develop dispatch procedures for an automatic-dispatch of the HMRT for those scenarios or facilities identified through the local planning process as having a high probability of involving hazardous materials, such as a SARA

planning facility.

- f. In order to be protected by the provisions of Act 165 for recovery of response costs, the HMRT must be officially dispatched and must have at least the minimum complement of members on scene, as listed in Section IV.B.3, Team Response.
- g. Whenever a county 9-1-1 center dispatches a certified HMRT to an incident, the 9-1-1 center effecting the dispatch shall immediately report the dispatch via Pennsylvania Emergency Incident Reporting System (PEIRS) on-line or to the SEOC via the 24-hour telephone number 1-800-424-7362 or 717-651-2001, in accordance with the PEIRS and Section IV.B.6, HMRT/9-1-1 Center/Emergency Operations Center (SEOC) Relationship.
- h. The county's 9-1-1 center shall dispatch only State Certified HMRTs to the initial response. If additional hazmat assets are required, the 9-1-1 center may make the request by calling the SEOC or making the request directly to contiguous counties.
- i. Under normal weather and driving conditions, a HMRT must be able to respond to the incident site of the county or region in which the Statement of Agreement is signed within two-hours. The two hour response time starts from the time that the team receives notification from the county's 9-1-1 center (official dispatch) and ends upon the teams' arrival at the site of the hazardous material incident with the appropriate complement of trained team members.

3. Team Response

a. Assumptions

- 1) A response is typically required when the incident involves a release of a hazardous material(s) and is beyond the training and/or capabilities of normal first responders. In general, the HMRT will respond when Hazardous Materials Technician-level skills and resources are required to assess or mitigate an actual or suspected hazardous materials incident (emergency).
- 2) It is NOT considered a hazardous materials "emergency" response when:
 - There are no potential or suspected environmental threats or health hazards, even if the team is dispatched; or
 - There are potential or suspected environmental threats or health hazards, but the HMRT does not take control of the site or establish the Hazardous Materials Branch of an Incident Management System.
- 3) As long as the HMRT remains in control of the site and safety or health hazards exist, the emergency situation continues to be in effect. For example, if a clean-up (removal) of the site area is to be accomplished to accommodate the mitigation operation while the HMRT is still managing the activity, the clean-up operator's activity is considered part of the emergency response. Once the Incident Commander has declared the HMRT response activity terminated (upon the recommendation of the HMRT Chief/Branch Officer/Hazardous Materials Incident Commander), any clean-up activities would be considered a post-

emergency operation.

b. Guidance

- 1) All government or private contractors must simultaneously dispatch those resources required by the directive including those staged at satellite locations within the response district.
- 2) Only PEMA-certified HMRTs are authorized to respond initially to releases or potential releases that have the potential to harm people, environment or, property.
- 3) Situations requiring the response of a designated officer (e.g., duty officer) are allowed under this directive providing the operational plan and concept are approved by the AHJ or its representative. For example, the IC may request a "consultation" with an on-call hazmat duty officer. The consultation may be either face-to-face, radio or phone communications to provide a course of action or determine if a full response is required. Based upon this consultation, the hazmat duty officer, with the approval of the AHJ or delegated person, can officially dispatch the HMRT.
- 4) Should a release or the threat of a release of a known or unknown substance occur at a facility or other site which endangers the health, safety and welfare of the public, or the environment, the AHJ may send qualified representatives or the certified HMRT in the area in order to inspect the facility and mitigate the situation.
- 5) The DEP regional representative shall be notified of all hazardous material incidents regardless of whether or not there is a responsible party in accordance with Act 165 and the PEIRS procedure. The DEP representative shall determine the appropriate follow-up actions and notify the Hazardous Materials Incident Commander of their intentions, i.e. referral to Environmental Cleanup, Environmental Crimes, Attorney General's Office, no action required, etc. An immediate response by DEP may or may not be necessary.

c. Response Levels: The AHJ may establish procedures as part of its planning process that allows a tiered system of emergency response, based upon the scope and nature of the initial hazmat problem. The Response Levels and suggested response criteria were extracted from NFPA 472, *Recommended Practice for Responding to Hazardous Materials Incidents*. The three Response Levels are:

- 1) LEVEL 1. Requires a response of at least one Technician-level officer: easily handled by emergency first responders with technical advice from the HMRT officer and readily available resources.
 - LEAK SEVERITY: no release or small release contained or confined with readily available resources.
 - LIFE SAFETY: no life-threatening situation from materials involved, and no significant public protection required.

- ENVIRONMENTAL IMPACT (potential): minimal.
- 2) LEVEL II. Requires a response from several HMRT officers/members or a response element: handled by emergency first responders with assistance from HMRT specialty resources such as product identification, product or container specialists, spill containment teams, decontamination teams, air monitoring equipment, consultation and technical advice, or other HMRT resources that are of a defensive mode only and do not require full response.
- LEAK SEVERITY: release or spill has been or can be easily controlled or contained with the addition of HMRT resources.
 - LIFE SAFETY: greater hazard from the material involved and a moderate level of public protection required within a localized area.
 - ENVIRONMENTAL IMPACT (potential): moderate.

Examples of LEVEL I and II responses may include Technical Assistance to the following situations:

- Spills of Class 3 (flammable liquids) or Class 5 (organics and oxidizers) that do not pose an immediate risk to the environment or impact the safety and health of the public and can be managed by local emergency first responders.
 - Incidents located within a SARA facility or other treatment, storage or disposal facility that comply with OSHA standard 1910.120, and where the release is confined to the property.
 - Incidents where an industrial response team requests assistance.
 - In situations where there was no release or the release was minimal and contained or confined with readily available resources.
 - Transportation incidents where the Incident Commander is uncertain as to the appropriate defensive actions or requests a technical consultation from a qualified person.
 - Situations where decontamination measures or additional air monitoring are required.
 - Situations involving unknown odors or smoke and air monitoring or sampling is required to characterize the source or hazard.
 - Support of special events.
- 3) LEVEL III. A full HMRT response as listed in Section IV.B.1, Team Structure. Requires an official dispatch of full complement of the HMRT.
- LEAK SEVERITY: release may not be controllable even with special resources.

- LIFE SAFETY: greatest hazard involved from the material(s); may require major public protection to a large area or mass evacuation.
- ENVIRONMENTAL IMPACT(potential): severe.

Examples of LEVEL III responses may include but are not limited to:

- Releases requiring public protective action (evacuation or sheltering in place).
 - A release of a hazardous material as defined by the U.S. Department of Transportation or an Extremely Hazardous Substance defined by the Environmental Protection Agency (EPA), regardless of location.
 - Release of an unknown or unidentified material that is suspected to be a hazardous material.
 - Incidents involving transmission and large distribution pipelines (e.g., natural gas, propane, refined petroleum products, etc.).
 - Any transportation accident where there is no leak, but major mechanical, chemical, or thermal damage to the container has occurred or may occur. Heating and cooling of the tank is a serious safety issue.
 - Any release that involves large quantities of a non-hazardous material cargo which can nevertheless be harmful to the environment such as animal feed, inks or dyes, milk, molasses, treated grain, wine, or sludge.
 - A structural fire at a facility that may involve the production, storage, or use of hazardous materials.
 - Situations that may require protection of the "chain of evidence" for law enforcement (if the team is qualified to conduct such tasks).
 - Scenarios where the potential exists for emergency responders and/or civilians to be exposed or contaminated.
 - A known or suspected terrorist incident involving hazardous materials or weapons of mass destruction (WMD).
- 4) The State Fire Commissioner, in concurrence with PEMA HQ, has established PEMA, Emergency Management Guidance & Information Circular No. C93-1, *Guidance for Appropriate Emergency Response to Spills or Leaks from Vehicle Fuel Tanks or Heating System Fuel Supply Tanks or Lines*. This circular was developed to provide guidance to all first response organizations, particularly fire departments, regarding their role when dispatched to petroleum or gas product spills or leaks from any type of fuel tank, cylinder, or supply line used to supply fuel to either a motor vehicle or a heating system for a home or business. Responses to incidental releases of hazardous substances where the substance can be absorbed, neutralized, or otherwise controlled at the time of release by response teams are not considered emergency responses. Firefighters should be trained to the First Responder-Operations Level when conducting containment

measures.

- d. Reports. At a minimum, the following reports and documentation should be completed for each hazmat response.
 - 1) The EMC is responsible for reporting the incident to the PEIRS - the PEIRS report shall be submitted to the SEOC as soon as possible after the dispatch of the HMRT. The information is listed in Section IV.B.6, HMRT/9-1-1 Center/SEOC Relationship.
 - 2) The EMC should compile financial reports - if authorized, this documentation will provide justification of response costs. Each HMRT should establish a financial tracking system for reimbursement costs. The basis of the costs should be the level of support employed to support a dispatch. The EMC shall determine this requirement.
 - 3) The HMRT Chief should conduct a critique/debrief of the response and follow-up actions (may be verbal) - a requirement exists in OSHA and NFPA 472 to conduct a critique and follow-up of each incident. Report is maintained with the HMRT.
 - 4) The HMRT Chief shall submit a final report of the incident - an overview of the response answering the questions listed in Section IV.B.6, HMRT/9-1-1 Center/SEOC Relationship. A FEMA 95-44 or PEMA's equivalent would be appropriate to meet this requirement if it contains the information. This report shall be provided to the EMC no later than 15 days after the incident.
- e. Response Costs.
 - 1) Each county should develop a method to recover response costs resulting from an official Hazmat response. The following paragraphs were extracted from Act 165 to assist in defining response costs.
 - 2) A person who causes a release of a hazardous material (responsible party) shall be liable for the response costs incurred by a certified hazardous material response team or a supporting paid or volunteer emergency service organization, or both. The Commonwealth agency, local agency, regional hazardous material organization, volunteer emergency service organization, or hazardous material transporter, manufacturer, supplier, or user that organized the certified hazardous material response team, as identified on the team certification, or supporting paid or volunteer emergency service organizations, that undertakes a response action may recover those response costs in law or an action in equity brought before a court of competent jurisdiction or may proceed under the provisions of Act 165 subsection (d). Should more than one certified hazardous material response team incur response costs for the same hazardous material release or incident, the organizing entities of those certified HMRTs may file a joint action in law or equity and may designate one entity to represent the others in the lawsuit.
 - 3) In an action to recover response costs, local agency, regional hazardous material organization, supporting paid or volunteer emergency service organization or user may include operational, administrative personnel, and legal costs incurred

from its initial response action up to the time that it recovers its costs. Only those certified HMRTs and supporting paid or volunteer emergency service organizations that are properly trained in accordance with the standards developed under this directive and that are properly requested and officially dispatched by a legally constituted authority shall be eligible to recover their response costs.

4) Definitions.--When used in this directive, the term "response cost" includes, but is not limited to, the following:

- Disposable materials and supplies acquired, consumed, and expended specifically for the purpose of the response to the hazardous material release.
- Rental or leasing of equipment used specifically for the response. For example: protective equipment or clothing and scientific and technical equipment.
- Replacement costs for equipment that is contaminated beyond reuse or repair during the response. For example: self-contained breathing apparatus irretrievably contaminated during the response.
- Decontamination of equipment contaminated during the response.
- Compensation of paid employees or members of the hazardous material response team and supporting paid or volunteer emergency service organizations to include regular and overtime pay for permanent full-time and other than full-time compensated employees or members.
- Special technical services specifically required for the response. For example: costs associated with the time and efforts of technical experts or specialists.
- Laboratory and testing costs for purposes of analyzing samples or specimens taken during the response.
- Other special services specifically required for the response. For example: utility costs.
- Costs associated with the services, supplies, and equipment used to conduct an evacuation during the response.
- Costs associated with the removal and disposal of hazardous materials, if the removal is directly associated with the emergency response.

4. National Incident Management System (NIMS)

- a. Each team shall certify at least two members that can assume control of the incident scene and have competency in the following areas: ability to implement the HMRT's incident command system; ability to implement the HMRT's emergency response plan; knowledge and understanding of the hazards and risks associated with team members working in chemical protective clothing; and ability to implement the local

emergency response plan.

- b. In accordance with federal regulations, the NIMS must be activated at the scene of all hazardous material incidents. OSHA 1910.120(q)(3)(ii) requires the implementation of an ICS. The federal regulation calls for an "On-Scene Incident Commander". In this situation, the requirement is for a Hazardous Materials Incident Commander (HMIC).
- c. When a HMRT is officially dispatched to a site, a representative of the EMA, whenever practicable, should be on-site to provide support to the HMRTs Chief Officer. The EMA representative serves as a link to the county 9-1-1 center and for liability reduction for public safety decisions.
- d. The EMA representative should conduct any precautionary evacuations in accordance with the guidelines contained in PEMA Guidance & Information Circular C2000-10, Evacuation Authority. On-scene command personnel must be aware where this evacuation authority ends relative to elected officials' responsibility/authority. The team's Chief Officer, the incident commander and the EMC must work closely to coordinate this effort.

5. Emergency Management Response Plan

- a. All certified HMRTs shall adopt and implement an emergency response plan as defined by the Occupational Safety and Health Administration (OSHA) in 29 CFR 1910.120.(p)(8). Teams should also incorporate the recommended practices established in the National Fire Protection Association (NFPA) Standard 471, *Responding to Hazardous Materials Incidents*. The emergency response plan and procedures shall meet the requirements of both 29 CFR 1910.120(q) and Act 165.
- b. The EMC shall provide copies of each SARA Title III emergency off-site response plan to the HMRT(s) responsible for their region.
- c. This plan is required under 29 CFR 1910.120(q) and its contents must be approved by the Team Chief prior to implementation. The emergency plan and standard operating procedures shall address, a minimum, the following elements: pre-emergency planning; coordination with outside parties; personnel roles; training; communication; and lines of authority, to include communications linkage to applicable emergency operations centers and elected officials. Team preparation for response to terrorist incidents involving hazardous materials should include the following:
 - 1) Personal protective equipment and emergency equipment to be used.
 - 2) Emergency recognition and prevention.
 - 3) Safe distances and places of refuge.
 - 4) Site security and control.
 - 5) Evacuation routes and procedures.
 - 6) Decontamination procedures.
 - 7) Emergency medical treatment and first aid.
 - 8) Emergency notification and response procedures.
 - 9) Critique of response and follow-up.

6. HMRT/9-1-1 Center/State Emergency Operations Center (SEOC) Relationship

- a. The HMIC must keep the county 9-1-1 center informed, directly or through the EMC, of the ongoing hazardous material incident. This will permit the coordination of any needed off-site resources and supporting personnel.
- b. The county 9-1-1 center should work closely with the incident commander to utilize supporting emergency services in the most efficient manner possible. Improper or uncoordinated use of available resources could produce emergency response shortages in other jurisdictions, may unnecessarily involve other types of supporting volunteer organizations, cause undue equipment wear, and could result in cost recovery disputes between the spiller and the various supporting emergency service organizations that responded to the hazmat incident. Mutual aid agreements between counties for resource sharing must be in place in accordance with the Emergency Management Services Code.
- c. The EMC or county 9-1-1 center shall report any notification or dispatch of a first response agency to a release or potential release of a hazardous material or response involving a SARA Planning Facility to the SEOC 24-hour response number within one hour of its receipt. In addition to the PEIRS requirement, the notification shall include each of the following to the extent known at the time of the notice and so long as no delay in responding to the emergency results:
 - 1) The name of the Certified Hazardous Materials Response Team that was officially dispatched.
 - 2) The name and telephone number of the person making the notification.
 - 3) The chemical name or identity of any substance involved in the release.
 - 4) An indication of whether the substance is an extremely hazardous substance or other hazardous material or appears on a Federal or Commonwealth list of hazardous materials as periodically amended.
 - 5) An estimate of the quantity of the substance that was released into the environment.
 - 6) The time, location, and duration of the release.
 - 7) The medium or media into which the release occurred.
 - 8) Any known or anticipated acute or chronic health risks associated with the emergency and, where appropriate, advice regarding medical attention necessary for exposed individuals.
 - 9) Proper precautions taken as a result of the release, including evacuation; and any other relevant information which may be requested.
- d. The State Emergency Operations Center shall provide notice of the spill or release to the appropriate PEMA Area Director, PEMA/Bureau of Plans and the following organizations:

- 1) Department of Environmental Protection
- 2) Department of Health
- 3) Fish & Boat Commission, if waterways are affected
- 4) PSP, if road(s) closed
- 5) PennDOT, if road(s) closed
- 6) EPA Region III
- 7) Coast Guard for Coastal or Navigable Waterways
- 8) National Transportation Safety Board, for major aircraft involvement
- 9) Contiguous States affected
- 10) Public Utility Commission
- 11) State Office of Homeland Security

e. The SEOC does not notify the National Response Center (NRC). However, the NRC notifies the SEOC when an event affects counties within Pennsylvania.

V. **GLOSSARY OF TERMS**

- A. Act 165 - Pennsylvania's Act 1990-165, as amended. Titled the Hazardous Material Emergency Planning and Response Act.
- B. AUTHORIZED OFFICIAL - The individual responsible for the proper management and administration of the hazardous materials team. The individual who has authority to sign the Application For Initial/Re-Certification of a Hazardous Material Response Team, Attachment 2.
- C. CERTIFIED HAZARDOUS MATERIAL RESPONSE TEAM - A team of individuals who are certified and organized by a Commonwealth agency, a county, a local agency, a regional hazardous material organization, a transporter, a manufacturer, supplier, or user of hazardous materials, or a 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 hazardous material. Such a team is certified, trained, and equipped in accordance with Act 165.
- D. CERTIFIED - Successfully completed training and/or field experience required to meet the following training levels: Technician, First Responder Operations, HM Specialist, and Hazardous Materials Incident Commander.
- E. COMPREHENSIVE ENVIRONMENTAL RESPONSE, COMPENSATION, AND LIABILITY ACT OF 1980 (CERCLA [Superfund]), 42 U.S.C. Sections 9601-9675) - Federal law which addresses hazardous substance releases into the environment and the cleanup of inactive hazardous waste disposal sites.
- F. EMERGENCY - Sudden unforeseen event needing prompt action, without which public health and safety may be jeopardized.
- G. RESPOND - A response effort by team members from outside the immediate release area or by other designated responders to an occurrence, which results or is likely to result in an uncontrolled release of a hazardous substance. <

- H. **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 of 1986, Title III of the Superfund Amendments and Reauthorization Act of 1986 (Public Law 99-499, 42 U.S.C. Section 11002), as set forth at 40 CFR Part 355 ("Appendix A - the List of Extremely Hazardous Substances and Their Threshold Planning Quantities"), or appearing on any successor list of extremely hazardous substances published by the administrator of the Federal Environmental Protection Agency under the authority of Section 302 of SARA Title III.
- I. **FACILITY** - All buildings, structures, and other stationary items which are located on a single site or a 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 hazardous material. The term includes railroad yards and truck terminals, but does not include individual trucks, rolling stock, water vessels, airplanes, or other transportation vehicles.
- J. **HAZARDOUS MATERIALS BRANCH OFFICER** - The person responsible for directing and coordinating all operations assigned to the hazardous materials branch by the incident commander. This function is also responsible for the technical and strategic decisions concerning the conduct and management of the HMRT's response activities at the scene of the hazmat incident. Reports to the on-scene incident commander. (See NFPA 472)
- K. **HAZARDOUS MATERIALS INCIDENT COMMANDER (HMIC)** - To prevent confusion between the on-scene IC and the HMIC, the HMIC will assume control of the incident scene beyond the first responder awareness level for the hazardous materials operations. The HMIC should be competent enough to analyze a hazardous materials incident to determine the magnitude of the problem in terms of outcomes. The HMIC shall have site control of all operations within the contamination control line (Warm Zone). The HMIC shall receive at least 24 hours of training equal to the first responder operations level and in addition have competency in the following areas and receive certification. This position is mandatory at all Hazardous Materials incidents. The HMIC will:
1. Know and be able to implement the incident command system.
 2. Know how to implement the emergency response plan.
 3. Know and understand the hazards and risks associated with working in chemical protective clothing.
 4. Know how to implement the local emergency response plan.
 5. Know and understand the importance of decontamination procedures.
- L. **HAZARDOUS MATERIAL** - A hazardous substance, extremely hazardous substance, hazardous chemical, or toxic chemical as further defined in Act 165.
- M. **HAZARDOUS SUBSTANCE** - A substance appearing on the list of hazardous substances prepared under Section 102 of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (P.L. 96-510, 94 Stat. 2767) as set forth at 40 CFR Part 302 ("Table 302.4 - List of Hazardous Substances and Reportable Quantities"), or appearing on any successor list of hazardous substances prepared under Section 102 of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980.

- N. **HEALTH HAZARD** - A chemical, mixture of chemicals, or a pathogen for which there is statistically significant evidence based on one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed persons. The term includes chemicals that are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents that act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes. It also includes stress due to temperature extremes.
- O. **INCIDENT COMMANDER (ON-SCENE)** - The person responsible for overall coordination activities for all response operations at the emergency scene.
- P. **REFRESHER TRAINING** - Current members shall receive refresher training annually. The training for members who are currently certified to a training level shall be of sufficient content and duration to maintain their competencies or they shall demonstrate competency in those areas.
- Q. **RESPONSE DISTRICT** - The distance the HMRT shall travel in 2 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.
- R. **SAFETY OFFICER** - The person who works within the National Incident Management System to ensure that recognized safe practices are followed within the hazardous materials branch. Defined in NFPA 472: Professional Competencies of Responders to Hazardous Materials Incidents. This position is mandatory at all HM incidents.
- S. **SARA PLANNING FACILITY** - Pennsylvania facilities covered by the federal OSHA Hazard Communication Standard and have on-site either: 1. Extremely Hazardous Substances (EHSs), as identified under Section 302, in quantities at or above the Threshold Planning Quantities (TPQs), or 500 pounds (whichever is less); and/or 2. Hazardous chemicals, regulated by the federal OSHA Hazard Communication Standard, which are present at or above 10,000 pounds at any one time during the calendar year.
- T. **SARA TITLE III** - Title III of the Superfund Amendments and Reauthorization Act of 1986, entitled "Emergency Planning and Community Right-to-Know Act" 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.
- U. **TECHNICAL ASSISTANCE** - Personnel, agencies, or printed materials that provide technical information on handling hazardous material.
- V. **TEAM CHIEF** - The individual who is overall responsible for the management and operational capability of the team. This person ensures the team complies with all the requirements of the PEMA directive and standard operating procedures are established, approved, and adhered to by all team members.
- W. **WEAPONS OF MASS DESTRUCTION (WMD)** - A term used to describe events that are intended to cause death and/or serious injury to innocent people.

VI. INFORMATION

For additional information or answers to your questions, please contact the Bureau of Plans, Technical Hazards Division at 717-651-2214.

VII. RESCISSION

This directive rescinds Emergency Management Guidance & Information Circular No. C2003-3, Hazardous Materials After-Action Reviews And Reports, dated April 3, 2003.

VIII. SUPERCESSION

This directive, as of August 23, 2004, supersedes PEMA, Emergency Management Directive No. D2001-3, Certified Hazardous Material Response Teams in Pennsylvania, dated April 12, 2001.



David M. Sanko
Director

*Distribution: PEMA Bureaus
PEMA Area Offices
Office of the State Fire Commissioner
State Fire Academy
PEMA Chief Counsel
County Emergency Management Coordinators
Chiefs, State-Certified Hazardous Materials Response Teams
Chairs, County LEPC's*

LIST OF PENNSYLVANIA HEADQUARTERS AND AREA OFFICES

PEMA HeadQuarters:

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

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, Westmoreland)

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

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, York)

2605 Interstate Drive
Harrisburg, PA 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)

Hamburg Center
Hamburg, PA 19526
(610) 562-3003

COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY

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

The _____ hereby submits an application for
(Company or County name)
initial 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: _____

3. 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 No. D2004-1, *Certified Hazardous Materials Response Team in Pennsylvania* for each county.

4. The applicant submitted a team roster that identifies the training certification and criminal history check for each member, Attachment 4 of PEMA, Emergency Management Directive No. D2004-1.

5. The applicant certifies that the required apparatus, equipment inventory, and supplies listed in Attachment 5 of PEMA, Emergency Management Directive No. D2004-1, 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.

6. 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 added 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.

7. 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).

HAZMAT TEAM EQUIPMENT LIST

The following equipment list is required to maintain certification as a Hazmat Team in Pennsylvania. ONLY those items identified as (Recommended) are optional. All other items are required.

References - Current edition required - No more than one edition or two years out of date. The electronic version, CD or hard drive, is authorized if on-site printer capability is available.

Item #	Description	Yes	No	Remarks
1.	Jane's Chem-Bio Handbook Second Edition ISBN# 0-7106-2568-5			
2.	Tempest CB-FRG (Chem-Bio) First Responder Guidebook			
3.	NIOSH Pocket Guide to Chemical Hazards (CD)			
4.	North American Emergency Response Guidebook (ERG-2000) ISBN: 0-16-050173-3 (Free)			
5.	CHRIS Hazardous Chemical Data Manual (CD) (2000) Serial Number 79-19080			
6.	Irving Sax Manuals (Set) (CD) 10th Edition (2000) ISBN 0-471-35407-4			
7.	ACGIH Threshold Limit Values Guidebook (CD)			
8.	Brethericks Handbook of Reactive Chemical Hazards (CD)			
9.	Merck Index (CD) 13th Edition (2001) ISBN # 0911910131			
10.	Chemical Dictionary (CD) Hawley's 14th Editions (2001) ISBN # 0-471-055336			
	Matheson Gas Book & First Aid			
11.	Crop Protections Handbook (CD) (2003) ISBN # 9992695463			
12.	Emergency Care For Haz Mat Exposure, or, HazMat Injuries			
13.	AAR/BOE Field Guide to Tank Car Identification			
14.	Bureau of Explosives: American Railroad Emergency Action Guide (2003) BE220			
15.	GATX Tank Car Manual			
16.	D.O.T. Radiation Emergency Handbook, June 1999			
17.	B.O.E. Emergency Handling of Hazardous Materials in Surface Transportation (CD) (2003) BE305 79- 19160			
18.	Large regional map, topographical (USGS) and Highway Maps, County and City Maps			
19.	List of SARA facilities' addresses with specific location directions in the hazmat team's service area inclusive index of MSDS information			
20.	ESF #10 Hazardous Materials Response			

	Plan/Resource list			
21.	NFPA Fire Protection Guide of Hazardous Materials 13th Edition: ISBN# 087765400X			
22.	Firefighters Guide to Hazardous Materials			
23.	NFPA Emergency Management of Hazardous Materials Incidents			
24.	EPA List of Lists, Consolidated List of Chemicals			

Personal Protective Equipment

Item #	Description	Yes	No	Remarks
1.	Chemical Protective Clothing (CPC) Level "A" as defined in NFPA 471, Responding to Hazardous Materials Incidents, Chapter 7 Regardless of type of suits, a minimum of 5 each must be immediately available on response unit (2 for entry, 2 for back-up and 1 spare)			
2.	Leak test kits for level "A" suits. If suits are not tested by a third party			
3.	CPC Level "B" as defined in NFPA 471, Responding to Hazardous Materials Incidents, Chapter 7 Minimum of 24 suits			
4.	CPC Level "C" as defined in NFPA 471, Responding to Hazardous Materials Incidents, Chapter 7			
5.	Flash Cover Protective Suits Amount should be based on entry team members			
6.	Positive pressure, 60-minute duration SCBA's, (minimum of 5)			
7.	NIOSH approved air purifying respirators, full-face with select cartridges			
8.	NIOSH approved air-purifying respirators, full-face with select cartridges Chemical resistant gloves (Neoprene, Nitrile, Butyl, Viton, disposable, leather, surgical, cryogenic)			
9.	Disposable foot covers			
10.	Chemical resistant boots			
11.	Hard hats (Safety or construction type - not fire helmet)			
12.	Safety glasses and goggles with side shields			
13.	Coveralls			
14.	Hearing Protection for high level noise areas (plugs, muffs, etc.)			

<u>Physical Methods of Mitigation</u>				
Item #	Description	Yes	No	Remarks
1.	Basic Patch Kits (Edwards-Cromwell or equivalent)			
2.	Plug and dike material Assorted plugs and wedges (wood)			
3.	Chlorine "A" Kit			
4.	Chlorine "B" Kit			
5.	Chlorine "C" Kit (Optional if no rail service in response or mutual aid area)			
6.	Over-packs and Recovery drums, Lab pac's (Assorted sizes and quantities)			
7.	Rolled Visqueen/PVC/plastic sheeting			
8.	Transfer equipment			(Recommended)
9.	Vacuum			(Recommended)
10.	Mercury spill containment			(Recommended)
<u>Chemical Methods of Mitigation</u>				
1.	Quantities of neutralizer Acid - minimum 50 pounds (or equivalent) Caustic - minimum 50 pounds (or equivalent)			
2.	Assortment of selective and non-selective booms, socks, bag sheets, pillows, pads, etc. for use as absorbent and adsorbent materials			
3.	Foam solution, foam concentrates or water additives required to neutralize, minimize vapor release: quantity based on available resources, risk and transportation commodities within the region			(Recommended)
<u>Suppression Equipment (chemical and metals)</u>				
1.	ABC dry chemical extinguisher 20#			
2.	Purple K - 30# extinguisher			
3.	Class D agent - 2/30# minimum 1 ea MTL-X or 1ea LITHIX for lithium fires and an identified resource of large amounts of Class D agents, sand or dirt for large/industrial-type fires			

Tools - It is required that non-sparking tools be used where applicable.				
Item #	Description	Yes	No	Remarks
1.	Assortment of basic sockets, wrenches, hammers, pliers, screwdrivers, brushes, drill bits, saws, etc.			
2.	Grounding equipment/bonding equipment			
3.	Hand Truck/Drum Dolly			
4.	Hydraulic power rescue tool with assorted attachments (available to teams through mutual aid)			
5.	Drum opener			
6.	Shovels - Round-point or square-point, non-sparking			
7.	Saws, Axes and Pry bars			
8.	Web strapping			
9.	Axes: pick-head			
10.	Easy out stud extractor (for broken or sheared bolts)			
11.	Rake			
12.	Bolt cutters			(Recommended)
13.	Crowbars			(Recommended)
14.	Come-a-long (pulley)			(Recommended)
15.	Assorted cribbing			(Recommended)
16.	Scissors			(Recommended)
17.	Funnels, miscellaneous sizes, types			(Recommended)
18.	Measuring tape, 100 foot			(Recommended)
Monitoring and Detection Equipment				
*Not required if a higher-level capability is available to detect the presence of nerve and blister agents, and this substitution is authorized by the inspection team.				
Item #	Description	Yes	No	Remarks
1.	Multi-gas detector			
2.	Radiological monitors (low range, alpha, beta, gamma) (CDV's are not a substitute)			
3.	pH paper/meter			
4.	Heat scanner/Thermal Imagers (available through immediate dispatch or mutual aid)			
5.	Thermometers - air, surface and liquid			
6.	Assortment of sampling containers (plastic and glass)(Recommended)			
7.	Photoionization Detector (PID)			
8.	M-8 Detection Paper or equivalent for chemical agent (weapons grade) detection			*
9.	M-9 Detection Paper (Roll) or equivalent for			*

	chemical agent (weapons grade) detection			
10.	M-256A1 Detector Kit or equivalent for chemical agent detection (weapons grade; blister: CX/HD/L, blood: AC/CK, and nerve: GB/VX)			*
11.	M-18A2 Chemical Agent Detector Kit for surface and vapor chemical agent analysis (GB, CG, HE, L, and AC) or equivalent colorimetric detector tubes			*
12.	Access to gas chromatographic system for analysis: (DEP, Civil Support Team or RCTTF)			
13.	Drum sampler			
14.	PCB Kit			
15.	Haz Cat Kit or equivalent			(Recommended)
Decontamination Equipment - Capability to perform Physical and Chemical decontamination. If a higher level of capability is available, it must be available at time of certification inspection.				
1.	Solution ingredients, miscellaneous			
2.	Brushes, synthetic			
3.	Hand Pump/spray devices			
4.	Stools, no-back chairs or benches			
5.	Containment pools, tarps or equivalent			
6.	Hoses/nozzles (Assorted sizes)			
7.	Tent or comparable item			
8.	Water temperature control device (water heater)			(Recommended)

<u>Communications Equipment</u>				
Item #	Description	Yes	No	Remarks
1.	Capability for Hazmat Team Chief to communicate with the: Incident Commander <u>and</u> County Emergency Management <u>and</u> Coordinator (EMC) or 9-1-1 Emergency Operations Center. If capability does not exist, a Command Post with this capability must be simultaneously dispatched with the team.			
2.	Capability for Hazmat Team Chief to communicate with all Entry Team Members and Branch Chiefs			
3.	Capability for each Entry Team member to communicate with at least the Back-up entry team. Communication systems must be <u>intrinsically safe</u> . The radio must meet the requirements of Underwriters Laboratories Inc®.			
4.	Capability for all Entry Team members to communicate with each other. Communication systems must be <u>intrinsically safe</u> . The radio must meet the requirements of Underwriters Laboratories Inc®			
5.	Alert pagers or other personal alerting system dispatch capabilities/units			
6.	Mobile telephone			(Recommended)
7.	Fax machine with transmit and receive capability under current subscription for access to recognized system			(Recommended)
<u>Special Equipment</u>				
1.	On-Scene Weather Station to Measure Temperature, Wind Direction and Speed, Relative Humidity			
2.	Binoculars			
3.	Digital or Polaroid-style instant camera			
4.	Flashlights (explosion proof) with extra batteries			
5.	First aid kit			
6.	Barricade tape, 2-color			(Recommended)
7.	Traffic cones			(Recommended)
8.	Various office supplies (pens, markers, paper, tags)			(Recommended)
9.	Plastic bags (various sizes)			(Recommended)
10.	1/2" and 3/4" synthetic rope			(Recommended)
11.	Drinking water container/ice chest			(Recommended)

<u>Vehicles</u>				
1.	Response van(s) or trailer(s) capable of carrying all equipment On-board self-sustaining power system or availability of dedicated power generation system to immediately provide power at the scene of incident			
2.	Sufficient quantities of vehicle(s) to carry equipment and personnel to incident, and to provide on-board service for hazmat team members			