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Texas Industrial Emergency Services Board (TIESB) Training Criteria		CREATION DATE October 18, 2007
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DOCUMENT NUMBER SFFMA-TIESB010	DOCUMENT AUTHORS George Bud Melder	APPROVERS SIGNATURE

FORWARD

The issue of **Industrial HazMat Team** training program certification in **Texas** has always been a major concern of industrial members, and of the TIESB. Due to the complexity of this issue, many have varying opinions of exactly how such programs should be structured, and how to ensure meaningful application to all industrial facilities.

Because of those opinions, and the intent to properly address all concerns of the industrial HazMat community, the TIESB debated the issue over several years to gain agreement on which criteria should be included that would address the proper course of action to develop standards.

The Texas Industrial Emergency Services Board recognizes that each **HazMat Team** is unique and that the major focus of a certification process must help companies deal with conditions and hazards that are limited to those that exist within its operation. With this standard, the TIESB has attempted to allow for flexibility so that each facility can structure its training programs to address the needs of its facility, and to achieve a higher level of training for its **HazMat members**.

This certification program offers to those facilities that choose to participate, the following benefits:

- ⊙ It establishes varying classification levels of criterion that all industrial facilities in the **State of Texas** can use to train members of its HazMat Team (see [Attachment A](#)).
- ⊙ For **emergency response personnel in the HazMat area**, it offers the assurance that all response team members have achieved a **minimum** level of competency for the level(s) of HazMat response performed on site, as determined by site management and described in each member's Organizational Statement.
- ⊙ For **HazMat Teams**, it allows all **HazMat Team** members to demonstrate their knowledge and ability before being assigned duties that include hazardous materials response.
- ⊙ It offers certification through the most respected fire organization in Texas (State Firemen's and Fire Marshals' Association of Texas).

THE PROCESS

The Texas Industrial Emergency Services Board intends for this program to be helpful to the entire Industrial HazMat community - those that seek certification and those that do not. Facilities that apply for certification should only submit applications when they have completed all elements of the training program listed in the attached TIESB certification program for the program (or programs) they desire the TIESB to certify.

We suggest that all facilities use the following guide to determine their program status:

- ⊙ Determine the level of certification desired for their personnel.
- ⊙ Define the requirements of what each member must be able to do.
- ⊙ Determine the level of competence of each member before beginning the training for certification.
- ⊙ For those members that are qualified before training, document their competency level.
- ⊙ Present training materials to those not qualified.
- ⊙ Test each member's competency by having him or her demonstrate their proficiency by performing each task outlined in the Certification Programs.
- ⊙ Test each member's proficiency after completing the training.
- ⊙ Re-test if necessary, until all members have demonstrated at least minimum skill levels.

Once the above steps are completed, the facility has determined that all members are **qualified**. The final steps should include:

- ⊙ Documentation that members are certified by a qualified physician to perform emergency response duties.
- ⊙ Documentation of training materials used to qualify members.
- ⊙ Documentation of trainer's credentials.
- ⊙ Documentation of test results.

PRE-REQUISITES – ALL DISCIPLINES

The Texas Industrial Emergency Services Board recognizes that it is of major importance that industrial emergency response personnel meet established statutory requirements. In order to comply with these requirements, the TIESB has formally adopted the **National Incident Management System (NIMS)** and has designated it as the Incident Management System for all members that wish to certify their training programs through the TIESB.

NIMS provides a systematic, proactive approach guiding government agencies at all levels, the **private sector** (e.g., industrial members of the TIESB), and nongovernmental organizations to work seamlessly to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property. NIMS represents a core set of doctrine, concepts, principles, terminology, and organizational processes that

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enables effective, efficient, and collaborative incident management. The NIMS framework uses a systematic approach for preparedness.

NIMS is based on the premise that the utilization of the NIMS framework will provide emergency responders with a flexible yet standardized system for emergency management and incident response activities. NIMS is flexible because the system components can be utilized to develop plans, processes, procedures, agreements, and roles for all types of incidents and is applicable to any incident regardless of cause, size, location, or complexity. The standardization within NIMS is realized during an incident by organizations that have previously coordinated and practiced using these tools.

With the adoption of NIMS, the TIESB is establishing **recommended** minimum NIMS training criteria that the TIESB has determined is warranted for industrial emergency responders to attain in order to ensure safety and standardization for the industrial community in Texas. These courses may be attained by taking them **on-line** or **classroom/qualified instructor-led**. Note: Support personnel, such as those persons that are typically located in the Emergency Operations Center (i.e., Logistics Section Chief, Public Information Officer, Liaison Officer, and et al.) should also attain this level of training. Free on-line training is available through the Federal Emergency Management Agency (FEMA) and other training providers.

- ◆ **IS-700** (NIMS: An Introduction)
- ◆ **ICS-100** (Introduction to ICS)
- ◆ **ICS-200** (Basic ICS)

The Board also recommends the following NIMS courses be taken to **further** increase the abilities of industrial emergency response team members, as well as support (EOC) personnel.

- ◆ **IS-800.A** (National Response Plan (NRP), An Introduction)
- ◆ **ICS-300** (Intermediate ICS)
- ◆ **ICS-400** (Advanced ICS)

The TIESB further **requires** that training be provided, regardless of the training program(s) that the TIESB member is seeking certification for, in the facility's Incident Command System and each individual team member must demonstrate knowledge and understanding of each function listed in the Incident Command System. The following procedures for handling emergency response are **required** elements to be taught.

- ◆ The senior emergency response official responding to an emergency shall become the individual in charge of a site-specific incident command system (ICS). All emergency responders and their communications shall be coordinated and controlled through the individual in charge of the ICS assisted by the senior official present for each employer.
- ◆ The individual in charge of the ICS shall identify, to the extent possible, all hazardous substances or conditions present and shall address as appropriate site analysis, use of engineering controls, maximum exposure limits, hazardous substance handling procedures, and use of any new technologies.
- ◆ Based on the hazardous substances and/or conditions present, the individual in charge of the ICS shall implement appropriate emergency operations, and assure that the personal protective equipment worn is appropriate for the hazards to be encountered.
- ◆ Employees engaged in emergency response and exposed to hazardous substances presenting an inhalation hazard or potential inhalation hazard shall wear positive pressure self-contained breathing apparatus while engaged in emergency response, until such time that the individual in charge of the ICS determines through the use of air monitoring that a decreased level of respiratory protection will not result in hazardous exposures to employees.
- ◆ The individual in charge of the ICS shall limit the number of emergency response personnel at the emergency site, in those areas of potential or actual exposure to incident or site hazards, to those who are actively performing emergency operations. However, operations in hazardous areas shall be performed using the buddy system in groups of two or more.
- ◆ Back-up personnel shall stand by with equipment ready to provide assistance or rescue. Advance first aid support personnel, as a minimum, shall also stand by with medical equipment and transportation capability.
- ◆ The individual in charge of the ICS shall designate a safety official (aka Safety Officer), who is knowledgeable in the operations being implemented at the emergency response site, with specific responsibility to identify and evaluate hazards and to provide direction with respect to the safety of operations for the emergency at hand.

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- ◆ When activities are judged by the Safety Officer to be an IDLH condition and/or to involve an imminent danger condition, the Safety Officer shall have the authority to alter, suspend, or terminate those activities. The Safety Officer shall immediately inform the individual in charge of the ICS of any actions needed to be taken to correct these hazards at the emergency scene.
- ◆ After emergency operations have terminated, the individual in charge of the ICS shall implement appropriate decontamination procedures.
- ◆ When deemed necessary for meeting the tasks at hand, approved self-contained compressed air breathing apparatus may be used with approved cylinders from other approved self-contained compressed air breathing apparatus provided that such cylinders are of the same capacity and pressure rating. All compressed air cylinders used with self-contained breathing apparatus shall meet U.S. DOT and NIOSH criteria.

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ATTACHMENT A

MINIMUM CRITERIA FOR INDUSTRIAL HAZARDOUS MATERIALS TRAINING AND INDUSTRIAL HAZARDOUS MATERIALS TRAINING PROGRAM CERTIFICATION

1 **PURPOSE**

This criterion is the opinion of the TIESB as minimum requirements for **Hazardous Material Training (Hazardous Materials Technician, Specialist and Incident Command Levels)** for **Program Certification**. A TIESB HazMat Team member is a member that is trained to meet OSHA 29 CFR 1910.120(q) criterion, and has met the knowledge and skills criterion of NFPA 472 (Standard for Professional Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents) criterion (as defined later). The following requirements are intended to provide a standard for Industrial Hazardous Material Team Member Training (@ HazMat Technician, HazMat Specialist and/or Incident Command Levels), a method for Industrial Hazardous Material Team Training Program Certification, and to be used as an evaluation tool by all industrial facilities in Texas to determine minimum criteria for designing and developing an Industrial Hazardous Material Training Program.

Note: Individual facilities may be required to train their personnel to other provisions of OSHA Standard 29 CFR 1910.120. The TIESB criterion **is based on section (q) of the Standard**, which states: (q) *Emergency response to hazardous substance releases. This paragraph covers employers whose employees are engaged in emergency response no matter where it occurs except that it does not cover employees engaged in operations specified in paragraphs (a)(1)(i) through (a)(1)(iv) of this section. Those emergency response organizations who have developed and implemented programs equivalent to this paragraph for handling releases of hazardous substances pursuant to Section 303 of the Superfund Amendments and Reauthorization Act of 1986 (Emergency Planning And Community Right-To-Know Act of 1986, 42 U.S.S. 11003) shall be deemed to have met the requirements of this paragraph.*

Sites that train their personnel to any of the other sections of 29 CFR 1910.120, which is over and above that of section (q), as well as the required elements of NFPA 472, will be deemed to have met the TIESB criterion.

2 **APPLICATION**

These requirements cover basic industrial hazardous material training for HazMat teams assigned to provide hazardous material(s)-related services. The TIESB encourages all facility managers to use these requirements to determine if their HazMat team training program needs meet or exceed this criterion.

The TIESB has determined that the following standards and regulations, if complied with, will enable the member to meet the minimum requirements of the TIESB for certification. Please note that NFPA standards are revised on an established revision cycle. The TIESB specifies, in this document and on the Yearly Training Summary form, the edition that must be met. A member may follow a more recent version of an NFPA standard if they so choose, but they may not follow an earlier edition.

◆ **29 CFR 1910.120** – This regulation outlines the requirements for personnel that perform any of the following: clean-up operations required by a governmental body; corrective actions involving clean-up operations at sites covered by the Resource Conservation and Recovery Act of 1976 (RCRA); voluntary clean-up operations at sites recognized by Federal, state, local or other governmental bodies as uncontrolled hazardous waste sites; operations involving hazardous waste that are conducted at treatment, storage, disposal (TSD) facilities regulated by 40 CFR Parts 264 and 265 pursuant to RCRA, or by agencies under agreement with U.S.E.P.A. to implement RCRA regulations; and emergency response operations for releases of, or substantial threats of releases of, hazardous substances without regard to the location of the hazard.

◆ **29 CFR 1910.134** - This regulation outlines the requirements for respiratory protection used by employees in General Industry, Shipyards, Marine Terminals, Longshoring, and Construction.

◆ **NFPA 472-2008 Ed.** - This standard identifies minimum competencies necessary to perform duties as a member of an organized industrial HazMat team providing services at a specific facility or site.

3 **CERTIFICATION CONDITIONS**

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- 3.1 All Industrial HazMat Team Members with hazardous material(s)-related responsibilities should be trained in all topics as listed in this minimum criterion.
- 3.2 All Industrial HazMat Team Members with hazardous material(s)-related are recommended to take and successfully complete the NIMS-required training that the TIESB has determined is warranted for industrial emergency responders to attain [IS-700 (NIMS: An Introduction); ICS-100 (Introduction to ICS); ICS-200 (Basic ICS)].
- 3.3 All Industrial HazMat Team Members **must** be trained on the member's written procedure(s) for implementing an incident management system (that should comply with NIMS), and on standard operating procedures for site-specific conditions and hazards.
- 3.4 There are five (5) different qualification levels contained in 29 CFR 1910.120. Management **must** decide which of these levels apply to their HazMat Team. TIESB certifies Fire Brigade programs (not individuals), assuming a minimum criterion is met, for the levels that management trains their personnel to.
- 3.4.1 **Awareness Level** - Awareness level personnel are those persons who, in the course of their normal duties, can be the first on the scene of an emergency involving hazardous materials. Awareness level personnel are expected to recognize the presence of hazardous materials/WMD, protect themselves, call for trained personnel, and secure the area. **(NOTE: The TIESB will NOT certify training programs for personnel at this level)**
- 3.4.2 **Operations Level** - Operations level responders are those persons who respond to hazardous materials/WMD incidents for the purpose of protecting nearby persons, the environment, or property from the effects of the release. They are trained to respond in a defensive fashion to control the release from a safe distance and keep it from spreading. Some Operations level responders may have additional competencies (per NFPA 472) that are specific to their response mission, expected tasks, and equipment and training. **(NOTE: The TIESB will NOT certify training programs for personnel at this level)**
- 3.4.3 **Hazardous Materials Technician** - Hazardous Materials Technicians are those persons who respond to releases or potential releases of hazardous materials for the purpose of controlling the release. Hazardous Materials Technicians are expected to use specialized chemical protective clothing and specialized control equipment. Hazardous Materials Technicians respond to hazardous materials/WMD incidents using a risk-based response process with the ability to analyze a problem involving hazardous materials/WMD, select appropriate decontamination procedures, and control a release using specialized protective clothing and control equipment. Hazardous Materials Technicians can have additional competencies that are specific to their response mission, expected tasks, and equipment and training. **(NOTE: This is the MINIMUM level that the TIESB will certify a training program)**
- 3.4.3.1 There are 4 aspects HazMat Technicians **must** be trained on as listed in NFPA 472:
- 3.4.3.1.1 Definitions - Chapter 3
- 3.4.3.1.2 Competencies for Awareness Level Personnel – Chapter 4
- 3.4.3.1.3 Core Competencies for Operations Level Responders - Chapter 5
- 3.4.3.1.4 Competencies for Hazardous Materials Technicians – Chapter 7
- 3.4.4 **Specialist Employee** - individuals who support the technicians but require a more specific knowledge of the substances to be contained. **(Special Note: There are 3 levels of Specialist Employee – C, B and A. The TIESB will certify only those that have achieved Level B or Level A)**
- 3.4.4.1 There are 4 aspects Specialist Employees **must** be trained on as listed in NFPA 472:
- 3.4.4.1.1 Definitions - Chapter 3
- 3.4.4.1.2 Competencies for Awareness Level Personnel – Chapter 4
- 3.4.4.1.3 Core Competencies for Operations Level Responders - Chapter 5
- 3.4.4.1.4 Competencies for Specialist Employees – Chapter 9 (Levels B or A)
- 3.4.5 **On-Scene Incident Commander** - The IC is that person responsible for all decisions relating to the management of the incident. The incident Commander is in charge of the incident site.
- 3.4.5.1 There are 4 aspects Incident Commanders **must** be trained on as listed in NFPA 472:
- 3.4.5.1.1 Definitions - Chapter 3
- 3.4.5.1.2 Competencies for Awareness Level Personnel – Chapter 4
- 3.4.5.1.3 Core Competencies for Operations Level Responders - Chapter 5
- 3.4.5.1.4 Competencies for Incident Commanders – Chapter 8

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- 3.5 There are additional qualification levels contained in NFPA 472 that are not listed in 29 CFR 1910.120. These include the positions of Hazardous Materials Officers, Hazardous Materials Safety Officers, Hazardous Materials Technicians with a Tank Car Specialty, Hazardous Materials Technicians with a Cargo Tank Specialty, Technicians with an Intermodal Tank Specialty, and/or Technicians with a Marine Tank Vessel Specialty. The TIESB encourages members to train their HazMat personnel in these disciplines if they apply, however the TIESB does not certify training programs (or individuals) that achieve these additional specialties (unless they also achieve the minimum level of Hazardous Materials Technician as well).
- 3.6 All Industrial HazMat Team Members that are assigned hazardous material(s)-related duties should be physically capable of performing those duties as outlined in 29 CFR 1910.120 & NFPA 472.
- 3.7 All Industrial HazMat Team Members that are assigned hazardous material(s)-related duties **must** be provided personal protective clothing and equipment as required to perform those duties as outlined in 29 CFR 1910.120 & NFPA 472.
- 3.8 All Industrial HazMat Team Members **must** receive training and show proficiency in areas of responsibility before being assigned duties as outlined in 29 CFR 1910.120 & NFPA 472.
- 3.9 All Industrial HazMat Team Members that are assigned hazardous material(s)-related duties **must** meet the entrance requirements for the HazMat team levels they are seeking team certification for from the TIESB as outlined in 29 CFR 1910.120 & NFPA 472 prior to performing those duties.
- 3.10 Each facility that has an Industrial HazMat Team **must** have a written HazMat Team Organizational Statement. This Statement should emulate and be structured similar to the Organizational Statement that is required for fire brigades as outlined in 29 CFR 1910.156 and NFPA 600. One combined Organizational Statement may be utilized for the various rescue disciplines and/or the various program certifications (e.g., Fire Brigade, Marine Fire, Rescue, HazMat, and Medical).
- 3.11 All training used for Industrial HazMat Team certification **must** be documented and show the following:
- 3.11.1 Lesson Plans or Materials presented.
 - 3.11.2 Proof that HazMat team members are required to demonstrate proficiency in the area(s) that they are trained/expected to perform.
 - 3.11.3 Instructor's name or name of facility providing training (A&M/TEEX, BEST, Reno, RTFC, etc.).
 - 3.11.4 Date and time of classes
 - 3.11.5 Student's names and signatures.
 - 3.11.6 Where classes were presented.
 - 3.11.7 Reference material used (e.g., NFPA, etc.)
 - 3.11.8 Signature of a qualified instructor or company representative.
 - 3.11.9 Note: NIMS-related training certificates issued by FEMA, DHS, USFA, TFS or other entities should also be kept on file.
- 3.12 Where HazMat training is contracted by an outside agency, the HazMat training coordinator **must** verify that the material and instructor complies with requirements listed in this document. Training **must** be accomplished by using a prepared lesson plan and must be approved by a company representative and the training coordinator.
- 3.12.1 Other employees or HazMat team members can also instruct HazMat training sessions if they have experience and knowledge in the subject matter, and have been trained in methods of teaching.
 - 3.12.2 The HazMat training coordinator must oversee all HazMat team training and education programs to ensure quality and consistency of the training provided.
 - 3.12.3 Each training agency must provide a system of testing that provides appropriate documentation of test results of their test methods. All training records must be maintained for a minimum of 5 years and must be available for inspection if requested.
 - 3.12.4 Instructor Qualifications - HazMat team leaders and training instructors should be provided with training and education which is more comprehensive than that provided to the general membership of the HazMat team. The TIESB requires that the designated HazMat Team Training Coordinator and instructors attain qualification (preferably certification) utilizing NFPA 1041 (Standard for Fire Service Instructor Professional Qualifications), or an equivalent (e.g., IFSAC certification or Methods of Teaching certification).

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3.13 The member's HazMat team training program should be annually evaluated for its effectiveness.

4 TRAINING PROGRAM ADMINISTRATION

Each facility shall be responsible for:

- 4.1 Developing a written emergency response team organizational statement. This may be a part of, or separate from, the Organizational Statement required by OSHA for Fire Brigades and Emergency Response Teams (see 29 CFR 1910.156).
- 4.2 Evaluating the effectiveness of the industrial hazardous materials team training program.
- 4.3 A written procedure for implementation of an incident command system.
- 4.4 Developing written standard operating procedures for site-specific conditions and hazards.
- 4.5 Determining baseline levels of proficiency, skills and knowledge of all industrial hazardous materials team members (Each facility will be responsible for determining proficiency levels of the training provided).
- 4.6 Developing testing methods to ensure baseline proficiency, skills, and knowledge are obtained.
- 4.7 Documenting test results.
- 4.8 Certifying their individual team members as required by 29 CFR 1910.120. **Note:** The TIESB certifies the Hazardous Materials Training Program, not individual members.

5 FACILITY SPECIFIC INFORMATION

- 5.1 The TIESB believes that a site-specific safety and health plan is a complementary program element that aids in eliminating or effectively controlling anticipated safety and health hazards. The site-specific plan must include all of the basic requirements of the overall safety and health program, but with attention to those characteristics unique to the particular site. For example, the site-specific plan may outline procedures for confined space entry, air and personal monitoring and environmental sampling, and a spill containment program to address the particular hazards present at the site.

6 ADDITIONAL TIESB REQUIREMENTS

- 6.1 Self-Contained Breathing Apparatus (SCBA)
 - 6.1.1 In addition to requirements that may be found in 29 CFR 1910.120, 29 CFR 1910.156, NFPA 600, NFPA 1005, NFPA 1405, and/or NFPA 1081, the TIESB requires that SCBA training **must** be provided to explain:
 - 6.1.1.1 How to don and doff an SCBA properly.
 - 6.1.1.2 The hazards of wearing an SCBA.
 - 6.1.1.3 How to maintain and care for an SCBA.
 - 6.1.2 Each HazMat Team member **must** demonstrate the ability to function in their assigned duties wearing SCBA without risk to his/her self or to other team members.
 - 6.1.3 Special consideration should be given to maintaining adequate air supplies (e.g., 60-minute cylinders). The 30-minute SCBA for hazardous materials personnel has frequently proven insufficient in hazardous materials incidents.

7 REFRESHER TRAINING

- 7.1 The subject matter presented should be used as a building block to improve the skills of all hazardous materials team members. Once mastered, each individual Hazardous Material Technician, Specialist Employee and/or Incident Commander of the facilities HazMat Team must be provided annual refresher training that is of sufficient content and duration to maintain competency, or they must demonstrate competency in those areas at least yearly.
- 7.2 The TIESB requires that the member create a document (or electronic copy) that contains a statement of the training or competency, and if a statement of competency is made, the member **must** keep a record of the methodology used to demonstrate competency.