

HAZARDOUS MATERIALS TRAINING PROGRAM

RESPONDER RECERTIFICATION RECORD



RESPONDER INFORMATION		
Last Name	First	Middle
Street Address		Apartment/Unit #
City	State	ZIP
Home Phone	Work Phone	
Identification Number (2-digit month of birth, 2-digit day of birth, last 5-digits SSN - Ex. <u>01</u> <u>10</u> <u>00140</u>)		
State Contract Team Member	YES <input type="checkbox"/> NO <input type="checkbox"/>	State Team
Career <input type="checkbox"/>	Volunteer <input type="checkbox"/>	Department

RECERTIFICATION INFORMATION	
Recertification for Calendar Year	Annual HAZMAT Drill? YES <input type="checkbox"/> NO <input type="checkbox"/>
Level of Certification	If NO, provide information on substitute below:
Date of Last HAZMAT Physical	

RECERTIFICATION TOPICS		
<i>Please indicate number of hours for each topic area listed below.</i>	Minimum Hours	Total Hours of Training
Local/State Emergency Response Plans	2	
Detection/Monitoring	3	
Personal Protective Equipment	3	
Planning/Management/Safety	2	
Containers and Tactical Control	7	
Decontamination	2	
Chemistry and Reference	5	
Total Number of Hours	24	

AUTHORIZING SIGNATURES	
I hereby certify that the above information is correct to the best of my knowledge.	
Applicant Signature	Date
Members of COV Regional Hazardous Materials Teams <u>must</u> have signature of HAZMAT Team Leader	
Signature of Chief Officer	Date
VDEM Hazardous Materials Officer Validation/Review	
VDEM HMO Signature	Date

VDEM TRAINING USE ONLY		Date Received
<input type="checkbox"/> Accepted	<input type="checkbox"/> Not Accepted	<input type="checkbox"/> Entered into database

VIRGINIA DEPARTMENT OF EMERGENCY MANAGEMENT
HAZARDOUS MATERIALS TRAINING PROGRAM
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PLEASE READ THE FOLLOWING CAREFULLY. COMPLETE THE INFORMATION AS NEEDED.

General Information:

In order to maintain certifications issued by the Virginia Department of Emergency Management (VDEM), all certified Hazardous Materials Technicians and Specialists must complete and submit this recertification record each year. The recertification record documents training for each calendar year. This form must be returned to the VDEM Regional Hazardous Materials Officer no later than 1st of March of the year following completion of refresher training. Please contact the VDEM Hazardous Materials Training Branch or the Regional Hazardous Materials Officer to identify recertification hours from specific continuing education classes or to ask other related questions.

Certification Policy:

The OSHA and VOSH regulations at 1910.120(q) require the **employer** to certify that their employees have successfully completed the level of hazardous materials training and refresher training appropriate to their job description. VDEM acts as the employer (under OSHA and VOSH) only for those individuals who are members of Regional Hazardous Materials Response Teams under contract to the Commonwealth. Any other responder outside the VDEM hazardous materials regional contract team program is not a VDEM "employee" within the meaning of OSHA and VOSH; therefore, **VDEM cannot certify** their level of hazardous materials competency.

For this reason, any responder who is not an employee of VDEM under OSHA and VOSH must maintain documentation of annual refresher training. Those responders who are members of a Regional Hazardous Materials Response Team will receive OSHA and VOSH certification at the appropriate level by VDEM. As long as the student remains a member of a Regional Hazardous Materials Response Team and the annual recertification requirements specified in OSHA and VOSH are met, the certification issued by VDEM remains valid. However, if this member leaves the team, the individual is no longer an "employee" of VDEM and the state certification will lapse automatically.

For non-team members and for team members who may perform hazardous materials operations outside of the Commonwealth's Regional Hazardous Materials Response Team structure, their employer must certify compliance with OSHA and VOSH. Employers must take positive action to certify hazardous materials competency of their employees. We suggest this be done either by letter to each employee's training file or unilaterally adopting a policy accepting VDEM's successful course completion certificate as evidence of initial competency and maintaining documentation of annual refresher training.

Return of Application:

Please complete this application by the due date shown on the training announcement to:

Virginia Department of Emergency Management
Technological Hazards Division
Hazardous Materials Training
10501 Trade Court
Richmond, Virginia 23236

Important Telephone Numbers:

Hazardous Materials Training Program office	(804) 897-6500 extension 9954 or 9955
Hazardous Materials Training Program fax	(804) 897-6576