

**U.S. Department of Transportation
Pipeline and Hazardous Materials Safety Administration
Eligible Planning and Training Expenditures and Activities**

Due to limited funding, the U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration (PHMSA) encourages grantees to use HMEP funds on activities that maximize transportation safety benefits to the community. The HMEP grant program prioritizes efforts that lead to increased effectiveness in safely and efficiently handling hazardous materials accidents and incidents.

All grant expenditures and activities must be eligible, reasonable, allowable, and allocable in accordance with the Office of Management and Budget (OMB) Circular A-87 and 49 Code of Federal Regulations (CFR) Part 18 and part of a fully justified application for grant funds. For any activity to receive grant funding, it must be included in the grantee's grant application and approved by PHMSA.

PHMSA is constantly examining its priorities to ensure that we are funding activities that provide States, Indian tribes, and local communities with the greatest ability to deal with hazardous materials emergencies. This is a living document and will be added to and modified as needed.

Just because an activity is not on this list does not necessarily mean it will not be approved for funding by PHMSA. Moreover, grantees do not have permission to engage in any item listed as an HMEP grant expenditure or activity simply because it appears on this list.

This document is for informational purposes only. The expenditures and activities listed herein are only meant to serve as examples of the types of expenditures and activities that PHMSA has previously funded.

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Eligible Planning Expenditures and Activities - Regulations

The Grants planning activities included in the 49 CFR Chapter 1 §110.40:

- o Development, improvement, and implementation of emergency plans required under the Emergency Planning and Community Right-to-Know Act of 1986, as well as exercises that test the emergency plan
- o Conduct appropriate hazard assessments and gap analysis to determine the level of hazmat safety risks within a jurisdiction, state, or region
- o Improve interagency operability to better respond to and mitigate hazmat incidents
- o Enhancement of emergency plans to include hazard analysis as well as response procedures for emergencies involving transportation of hazmat, including radioactive materials
- o An assessment to determine flow patterns of hazmat within a State, between a State and another State or Indian country, and development and maintenance of a system to keep such information current
- o An assessment of the need for regional hazmat emergency response teams
- o An assessment of local response capabilities
- o Conduct emergency response drills/exercises associated with emergency preparedness plans
- o Provision of technical staff to support the planning efforts
- o Additional activities the Associate Administrator for Hazardous Materials Safety deems appropriate to implement the scope of work for the proposed project plan and approved in the grant

Eligible Training Expenditures and Activities - Regulations

The following training grants activities included in the 49 CFR Chapter 1 §110.40:

- o An assessment to determine the number of public sector employees employed or used by a political subdivision who need the proposed training, and to select courses consistent with the National Curriculum
- o Delivery of comprehensive preparedness and response training to public sector employees
- o Design and delivery of preparedness and response training to meet specialized needs
- o Financial assistance for trainees and for the trainers, if appropriate, such as tuition, travel expenses to and from a training facility, and room and board while at the training facility

Training and developed and delivered in accordance with Occupational Safety and Health Administration (OSHA) 29 CFR 1910.120 requirements for emergency responders

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Eligible Training Expenditures and Activities - Courses

The following list of suggested courses meets the mission-specific competencies within the National Fire Protection Association (NFPA) 472. These courses will assist the emergency response community in addressing technical training requirements to meet mission-specific competencies based on the risks identified with hazmat transportation within a local jurisdiction. Some of these courses may only be appropriate for advanced local, state, or regional hazmat teams that require advanced specialized training. Examples of suggested courses to meet the **specific mission and competency** are:

- o Marine Operations - Ship-board rescue, fire fighting, and hazmat
- o Industrial Fire Fighting- (rail yards, fuel transfer facilities, and ports)
- o Confined Space Rescue
- o Hazmat Basic Life Support/Advance Life Support – Medics respond to Hazmat calls
- o Hazmat Incident Command System (ICS), includes the following courses:
 - ICS-100: Introduction to the Incident Command System
 - ICS-200: Incident Command System for Single Resources and Initial Action Incidents
 - ICS-300: Intermediate Incident Command System
 - ICS-400: Advanced Incident Command System
- o Chemistry for Emergency Responders
- o Airport Rescue Fire Fighting (aircraft response and rescue)
- o Explosive Ordinance Disposal/Explosives in transportation
- o Radiological (sources in transportation, but not Weapons of Mass Destruction.)
- o Tank Car Specialty
- o Cargo Tank Specialty
- o Intermodal Tank Specialty
- o Marine Tank Vessel Specialty
- o Flammable Liquid Bulk Storage
- o Flammable Gas Bulk Storage
- o Radioactive Material Specialty

Training that meets the **core competency** requirements listed in National Fire Protection Association (NFPA) 472, June 2008 edition. Examples of acceptable core competency training are:

- o Awareness
- o Operations
- o Technician
- o Hazmat Incident Commander
- o Hazmat Officer
- o Hazmat Safety Officer

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Chemical Specific Training, such as the following:

- o Ammonia Response
- o Ethanol Response
- o Chlorine Response

Attendance at Hazmat Refresher courses, such as the following:

- o Developing a Plan of Action
- o Chemistry of Hazmat-Part I
- o Chemistry of Hazmat-Part II
- o Surveying a Hazmat Incident
- o General Competencies
- o Level A Personal Protective
- o Level B Personal Protective
- o ID of Methods and Procedures

Attendance at the following courses:

- o Hazmat for Emergency Management System (EMS)
- o Hazmat for Dispatcher
- o Hazmat Containers
- o Hazardous Materials Monitoring Refresher
- o Hazmat Level B Dress-out and Decon
- o Hazmat Technical Decon Refresher
- o Hazmat Decontamination Drug Lab Training
- o Containment and Control

Conduct hazmat drills and exercises to test State and County emergency response capabilities/emergency preparedness plans, and identify gaps in training and planning needs

Hazmat Communications Exercises

Multi-Agency Hazmat Drills Including Hazmat Spill Drills and Hazmat Tabletop Exercises

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Eligible Training Expenditures and Activities - Equipment

Purchase of one laptop computer per year to use with approved computer based training activities (per state – added by OSFM)

Purchased or rental equipment necessary to provide specific training, whether consumed in the training (e.g., firefighting foam used during specific training exercises, photographic film) or otherwise (e.g., a training suit). In most cases, equipment costs are expected not to exceed 5 percent of the total cost of the grant awarded and must be fully justified

Publications, manuals, and other materials necessary to provide training and are used by instructor(s) and trainees--where appropriate, this may include the printing and copying of such materials and any cost of distributing these materials (such as mailing the materials to trainees in advance of the first training session)

Eligible Training Expenditures and Activities - Conferences

Attendance at conference in which the majority of the conference is devoted to hazmat training in courses meeting qualifications of the National Curriculum. Some examples of previously approved conferences are:

- o Hot Zone - www.hotzone.org
The HOTZONE Committee is composed of representatives from the local, state, and federal levels of the HAZMAT response community serving Federal Region 6. This annual training conference provides HAZMAT technical training and promotes professional relationships within Region 6 to meet the unique needs of this region
- o TRANSCAER - www.transcaer.com
TRANSCAER® (Transportation Community Awareness and Emergency Response) is a voluntary national outreach effort focusing on assisting communities with preparing for and responding to possible hazmat transportation incidents. TRANSCAER educates emergency responders and their communities and includes safety training cars from the Firefighters Education and Training Foundation.
- International Association of Fire Chiefs (IAFC) International Hazmat Conference
www.iafc.org
The IAFC hosts the International Hazardous Materials Response Team Conference, which presents “what’s new in hazmat” and how it impacts today’s hazmat teams on the job.
- o Midwestern Hazmat Conference
<http://www.emerysafety.com/mhmrc/index.html>
Two day conference on hazmat and related response training presented by instructors in the hazmat response community.

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- o Fire Department Instructors Conference (FDIC)
<http://www.fdiconlineevent.com>
 Comprehensive training for all levels of fire service practitioners with more than 24 hands-on training evolutions, 34 pre-conference workshops, and more than 160 classroom presentations.
- o FRI (Fire Rescue International) - <http://fri.iafc.org/>
 Presented by the IAFC, Fire Rescue International (FRI) annually brings together more than 13,000 fire and emergency service leaders from across North America and around the globe for 5 days of networking, learning, and collaboration.
 - o Regional and State Hazmat Conferences
 - o Regional Hazmat Workshops/training/conferences
 - o Regional/Local Hazmat Preparedness Conferences
 - o National Association of SARA Title III Program Officials (NASTTPO)
 - o U.S. EPA Chemical Emergency Prevention and Preparedness (CEPP) Conferences
 - o Hazmat Planning Conferences
 - o Regional/Local Hazmat Preparedness Conferences

Eligible Training Expenditures and Activities - Miscellaneous

Instructor(s) and trainees' reimbursement for tuition and travel expenses to and from a training facility

Instructor(s) and trainees' reimbursement for room and board while at the training facility

Facility rental costs' reimbursement--strongly recommend recipient agencies use an available facility without charge whenever possible

Expenses associated with training by a person (including a department, agency, or instrumentality of a State or political subdivision thereof or an Indian tribe) and activities necessary to monitor such training including, but not limited to examinations, critiques, and instructor evaluations

Provision of staff to manage the training effort designed to result in increased benefits, proficiency, and rapid deployment of local and regional responders

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Ineligible/Low Priority Planning and Training Expenditures and Activities**

Due to limited funding, PHMSA encourages grantees to use HMEP funds on activities that maximize transportation safety benefits to the community. The HMEP grant program prioritizes efforts that lead to increased effectiveness training and planning for the safe response to hazmat incidents in transportation.

All grant expenditures and activities must be eligible, reasonable, allowable, and allocable in accordance with the Office of Management and Budget (OMB) Circular A-87 and 49 Code of Federal Regulations (CFR) Part 18 and part of a fully justified application for grant funds. For any activity to receive grant funding, it must be included in the grantee's grant application and approved by PHMSA.

PHMSA is constantly examining its priorities to ensure that we are funding activities that provide States, Indian tribes, and local communities with the greatest ability to deal with hazardous materials emergencies. This is a living document and will be added to and modified as needed.

Just because an activity is on this list does not necessarily mean it will not be approved for funding by PHMSA.

This document is for informational purposes only. The expenditures and activities listed herein are only meant to serve as examples of the types of expenditures and activities that have previously been found by PHMSA to be ineligible for funding.

**U.S. Department of Transportation
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 Ineligible/Low Priority Planning and Training Expenditures and Activities**

| Ineligible Expenditures and Activities - Courses |
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| Expenses unrelated to hazmat, such as the following: |
| <ul style="list-style-type: none"> o Courses not related to responding to hazmat emergencies o Training for personnel who are not directly involved in providing hazmat emergency response services (e.g., hospital personnel who may have indirect contact with persons needing medical treatment due to an emergency involving hazmat) |
| Full-Scale School Violence Prevention |
| Emergency Preparedness Presentation to Child Care Providers |
| Full-Scale School Violence Prevention |
| Weapons of Mass Destruction (WMD) Terrorism courses |
| Weapons of Mass Destruction (WMD) Radiological Training |
| Pandemic Flu Exercises |
| Joint Terrorism Task Force (JTTF) Exercises |
| Ineligible Expenditures and Activities - Equipment |
| Tier II Chemical Inventory Reports |
| Purchase of Hazardous Materials Operations Equipment, such as the following: |
| <ul style="list-style-type: none"> o Self-Contained Underwater Breathing Apparatus (SCUBA) o PPE (Personal Protective Gear) o Monitoring Equipment |
| Purchase of Hazardous Materials Publications, such as the following: |
| <ul style="list-style-type: none"> o Emergency Response Guidebook (ERG) (unless used while conducting a specified training course) |

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| Tier II Databases |
| Purchase of Hazardous Materials Operations Equipment, such as the following: <ul style="list-style-type: none"> o Self-Contained Underwater Breathing Apparatus (SCUBA) o PPE (Personal Protective Gear) o Monitoring Equipment |
| WebEOC (EOC-Emergency Operations Center) mapping |
| Purchase of Hazardous Materials Publications, such as the following: <ul style="list-style-type: none"> o Emergency Response Guidebook (ERG) (unless used while conducting a specified training course) |
| Optional equipment not necessary for a specific training or drill exercise |
| Ineligible Training Expenditures and Activities - Miscellaneous |
| Salary (including overtime) of trainees and any other employees who “backfill” positions of trainees during the period of training |
| Expenses counted as match funds toward another Federal grant program or cooperative agreement |
| Entertainment costs |
| Request for multi-year funding |
| Foreign Travel |

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The personnel costs (salary) of the trainees may not be paid from HMEP grant funds, but the value of the trainees' salaries while attending the training may be applied as an in-kind (soft-match) contribution toward the 20 percent contribution required by the recipient agency.

When the instructor is an employee of the recipient agency, and the value of his/her salary is not paid from HMEP grant funds, the value of the instructor's salary while teaching the course may be applied as an in-kind (soft-match) contribution toward the 20 percent contribution required by the recipient agency.

Low Priority Expenditures and Activities - Courses

All-Hazards Training courses

Cardiopulmonary Resuscitation (CPR) classes

Rope Rescue Training

Emergency Medical Technician (EMT) Training

Red Cross Shelter Training

Employee Readiness Training

Hospital Drills

Cruise Ship Exercises

Earthquake Exercises

Wildfire Exercises

Hazmat decontamination in a hospital setting

All-Hazards Warning System Drills

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| Emergency Operating Center (EOC) Leadership Exercises |
| Urban Avalanche Exercises |
| National Incident Management System (NIMS) courses |
| Low Priority Training Expenditures and Activities – Equipment |
| Creation and maintenance of training websites |
| Purchase of the following software: <ul style="list-style-type: none">o CAMEO Softwareo Software to manage Title III materials |
| Geographic Information System |
| Low Priority Training Expenditures and Activities – Miscellaneous |
| Exhibitors for Outreach and Preparedness Booths |
| Data Collection Site Visits |
| Upgrades to simulation software for as-needed training courses |
| Community Emergency Response Teams (CERT) and other community planning organizations |
| Local Emergency Planning Committee (LEPC) Meetings Expenses |
| Purchase of food or other refreshments provided during training exercises or drills and exercises (other than the costs of room and board in accordance with amounts allowed under applicable governmental regulations) |