

	<p align="center">OFFICE OF STATE FIRE MARSHAL</p> <p align="center"><i>REGIONAL HAZARDOUS MATERIAL EMERGENCY RESPONSE TEAMS</i></p> <p align="center">STANDARD OPERATING GUIDELINES</p>	<p>Number: T009</p> <p>Adoption Date: September 17, 1993</p> <p>Review/Revision Date: October 12, 2005</p>
		<p>OSFM Approved: Signature on file at OSFM _____ Date _____ Nancy J. Orr, State Fire Marshal</p>
<p>SUBJECT: Dispute Resolution</p> <p>OBJECTIVE: Provide a Mechanism for the Contractor to Resolve Disputes Between the Parties</p>		

I. SCOPE

This guideline will outline procedures to be used for non-contract related dispute resolution between contractors and the Office of State Fire Marshal.

II. GENERAL

When either party identifies there is a non-contract related dispute, the other party needs to be notified in writing that a dispute exists. The affected parties will try to informally resolve the dispute within ten working days. When the parties are unable to resolve the dispute, the following procedure may be used.

III. PROCEDURE

- A. The aggrieved party shall notify the Office of State Fire Marshal(OSFM) in writing that there is a dispute and state the major issues of the dispute. OSFM staff will act as liaison between the affected parties.
- B. The OSFM liaison should call a meeting of the TAG within twenty working days of the receipt of the notice.
- C. Upon receipt of the notification, OSFM staff shall contact both affected parties and inform them that written position papers from each side shall be submitted to all TAG members for review five days prior to the scheduled special TAG meeting.

- D. The TAG shall review the written documentation and hear oral arguments concerning the resolution of the dispute.
- E. Based on all arguments, a recommendation from the TAG shall be forwarded to the Office of State Fire Marshal within five working days.
- F. The State Fire Marshal will respond to the resolution within five working days from receipt of the recommendation.
- G. If at any time during the process the parties resolve the dispute, the resolution will be reduced to writing.