

**OFFICE OF STATE FIRE MARSHAL
HAZARDOUS MATERIALS EMERGENCY RESPONSE TEAMS
STANDARD OPERATING GUIDELINE**

SUBJECT: LEVEL A AND B PPE ACQUISITION	Number: T-021
OBJECTIVE: To provide Office of State Fire Marshal procedures to Regional Hazardous Materials Teams for the acquisition of state owned Level A and B personal protective equipment	OSFM Approved: <u>Signature on file at OSFM</u> Robert T. Panuccio State Fire Marshal Adoption Date: March 17, 2000 Revision Date:

I. SCOPE

This guideline provides procedures to Regional Hazardous Materials Response Team personnel for evaluating, requesting and procuring Level A and B personal protective equipment (PPE), when replacement is necessary. With the exception of section III. – PPE NEEDS ASSESSMENT, these procedures must be followed whenever there is a request to purchase Level A or B PPE. That section does not apply when replacing a suit already in use by the regional team if the suit to be purchased is an exact replacement.

II. GENERAL

The purpose of providing this guideline is to allow individual teams the flexibility to acquire Level A and B PPE best suited to the hazards in their response areas. Each Regional Hazardous Materials Response Teams is responsible for the selection of Level “A” and “B” PPE, identifying suit types that meet specific team needs. The Office of State Fire Marshal (OSFM) will not be involved in the selection process. OSFM is not responsible or liable for the safety and reliability of team’s choice of suits, nor the testing or routine maintenance. The OSFM will pay for, and the team is authorized to purchase, only PPE suits that meet or exceed all applicable regulatory requirements and National Fire Protection Association guidelines.

III. PPE NEEDS ASSESSMENT

Prior to evaluating PPE options, the following information should be obtained to assist in establishing what hazards are specific to the teams response area, and what suit configuration and features best meet team specific needs.

A. Evaluation of Response Area

1. Establish a comprehensive list of all chemicals reported by companies in the team response area using the Hazardous Substance Information System (HSIS) database.
2. Consider other hazardous materials in the response area that are not reported to OSFM and included in the HSIS database.
3. Consider the types of hazardous materials being transported through the response area by highway, rail, and through ports.
4. Consider the possibility of an incident involving Weapons of Mass Destruction (WMD) within response area.
5. Consider any other factors that may be pertinent, such as response region demography.

B. Evaluation of PPE Feature/Compatibility Requirements

1. Consider chemical compatibility of available products based on an evaluation of the information gathered in section A.
2. Consider which features of the suit make it more, or less desirable, such as size and composition of face shield and style of entry.
3. Consider suit compatibility as it relates to other equipment currently in use.
4. Evaluate the suit compatibility with current team member training.

IV. PPE SELECTION

Using the criteria established from the “PPE NEEDS ASSESSMENT” section, contact vendors to determine if their product is compatible to team response needs. Make determination of compatible products by evaluating manufacturers information, brochures, suit samples, etc. Establish a limited list of PPE selections (1 to 2 styles). **NOTE:** Any PPE selected must provide protection from exposure during a WMD response.

IV. SUIT ACQUISITION

A. PURCHASE REQUEST TO OSFM

1. Submit the list of PPE choices on a Purchase Request form to the HazMat Teams Resource Coordinator.
2. Accompanying the purchase request **must** be a letter from the teams’ employer agreeing to the PPE selection made by the team, authorizing the use of any of the suits on the Purchase Request.
3. The Resource Coordinator shall perform a market survey of the suits on the list to establish a fair market value.
4. The Resource Coordinator shall approve the purchase request and return it to the team.

B. PURCHASING PPE

1. After receiving written approval for purchase from the Resource Coordinator, the team can proceed with acquisition of the PPE, utilizing local governmental purchasing policy and procedures for procurement.
2. Before placing an order for PPE, a copy of the manufacturers quoted price must be submitted to the Resource Coordinator for review. Price quote must include all product warranties information and a provision for on-site product training.
3. The coordinator shall compare the quoted price with the prices obtained in the market survey.

a. IF SUIT PRICE IS COMPARABLE TO MARKET SURVEY

1. If suit price is comparable to market survey, Resource Coordinator shall give written approval for purchase of the PPE.
2. The team shall purchase suits according to local policy and procedure.
3. The vendor shall be instructed to ship the suits directly to the team location. The vendor shall send the invoice directly to:

Office of State Fire Marshal
4760 Portland Rd. NE
Salem, OR 97305
Attention: Resource Coordinator.

b. IF SUIT PRICE EXCEEDS MARKET SURVEY

1. If suit cost quoted exceeds the price established by the market survey, the Resource Coordinator shall notify the team of the discrepancy and request additional information from the manufacturer, documenting the reason for the cost difference.
2. If manufacturer qualifies price increase to the satisfaction of the Resource Coordinator, approval for purchase will be given.
3. If manufacturer cannot qualify price, Resource Coordinator will notify team of denial for purchase.
4. Resource Coordinator will conduct new market survey.
5. The team must re-bid for suits.

C. RECEIPT/PAYMENT OF SUITS

1. The team shall send the Resource Coordinator verification of receipt of suits in the form of a memo on official letterhead accompanied by the packing list that came with the suit shipment. The memo shall include the following:
 - a. Date of receipt of the suits.
 - b. Quantity and part number of suits received.
 - c. Suits were inspected and are in satisfactory condition.