



**Virginia Department of Fire Programs**  
**Hazardous Materials Operations**  
**COURSE ADMINISTRATIVE GUIDELINES**

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## **I. Terminology:**

- A. Hazardous Materials Operations Candidate** - *A registered student in the Virginia Department of Fire Programs' Hazardous Materials Operations certification program who meets all pre-course requirements and is currently in the process of completing the following:*
- *Successful completion of 32 hours of classroom and skills instruction;*
  - *Successful completion of the final written examination and practical testing for Hazardous Materials Operations certification.*
- B. Hazardous Materials Operations Instructor Trainer** - *A qualified instructor meeting the Virginia Department of Fire Programs training program delivery requirements for Hazardous Materials Operations.*
- C. Hazardous Materials Operations Instructor Evaluator** - *A qualified Hazardous Materials Operations Trainer (Instructor II, III, or IV) responsible for the quality assurance component (evaluation) of instructional cadre delivering the Hazardous Materials Operations certificate of attendance program.*
- D. Program Manager** - *The Virginia Department of Fire Programs' representative assigned to develop, implement, and manage the Hazardous Materials Operations certification program.*
- E. Hazardous Materials Operations Certification Course** - *A Virginia Department of Fire Programs' certification program designed to meet the, NFPA 472-08: Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents (herein referred to as Haz Mat), and accredited through the National Board on Fire Service Professional Qualifications (NBFSPQ) and/or the International Fire Service Accreditation Congress (IFSAAC).*

## **II. Hazardous Materials Operations Instructor Qualifications and Requirements:**

### **A. Pre-Course Qualifications:**

1. Minimum 3 years experience as having completed the Hazardous Materials Operations certification course or validated and approved by the appropriate VDFP Division Chief.
2. 1 year experience as an Instructor II, III, or IV or validated and approved by the appropriate VDFP Division Chief.
3. Documented experience as an accomplished instructor, supported by a letter of reference from the candidate's VDFP Division Chief.
4. Prior (documented) monitoring or completion of a current 32 hours Hazardous Materials Operations certification training program.

- a. *Hazardous Materials Operations Instructors previously approved and current in the delivery of the Hazardous Materials Operations Certification Program will not be required to shadow or complete the Hazardous Materials Operations Certification Program. Current Hazardous Materials Operations Instructors are required to show proficiency by completing all classroom and practical skills.*
- b. *Hazardous Materials Operations Trainer “candidates”, not previously approved to conduct a Hazardous Materials Operations Certification Program will be required to monitor or complete the current 32-hour Hazardous Materials Operations Certification Program.*

**B. Course Completion Requirements (Recognition as a New Hazardous Materials Operations Instructor)**

1. Successful completion of the Hazardous Materials Operations certification program. Successful completion of a Hazardous Materials Operations T-t-T, with the addition of shadowing 8 hours of classroom and 8 hours of practical training.

**C. Maintaining Hazardous Materials Operations Trainer Status**

1. Hazardous Materials Operations Trainers shall conduct, assist, and/or monitor 16-hours of an approved Hazardous Materials Operations Certification training program within a 24 month period
  - a. *Hazardous Materials Operations Trainers failing to meet the above criteria shall be required to obtain a letter of recommendation from their VDFP Division Chief and successfully complete a Hazardous Materials Operations “Train-the-Trainer”.*

**D. Quality Assurance**

1. The Division Chief assigned to Program Management of the Hazardous Materials Operations Certification programs will be responsible for ensuring the quality of Instructional Cadre within the Virginia Department of Fire Programs delivery system.
2. The Program Manager/Division Chief has the authority to assign qualified Hazardous Materials Operations Evaluator(s) to evaluate/assess individual instructors prior to, during, or after instructional delivery.
  - a. *When circumstances indicate a need for an evaluation of an individual instructor or instructional cadre (I.E. poor student evaluations, student/department complaints on instructional delivery, and/or written and performance test indicators.)*
  - b. *When an evaluation and/or assessment is required by program administrative guidelines or VDFP Policy/Procedure, selected Instructor Evaluator(s) will be assigned to complete the task and report back to the Program Manager/Review Committee.*

1. *Respective Division Chiefs may/may not be notified of evaluations/assessments.*
  2. *Instructors/Instructional Cadre may/may not be informed by the Division Chief of a scheduled evaluation.*
- c. *The evaluation responsibility is inclusive of the Virginia Department of Fire Programs Policy for 5% of all programs to be evaluated annually.*

### **III. Hazardous Materials Operations Candidate Pre-Course Qualifications and Requirements:**

#### **A. Pre-Course Qualifications and Requirements for Hazardous Materials Operations Candidates**

1. At least 16 years of age on the first day of class.
  - This is to meet DOLI requirements
  - Those students who are between 16-18 years old on the first day of class must bring a signed parental permission form with them no later than the second day of class to continue the course. An original copy of the VDFP parental consent form will be kept on file in the appropriate Division Office.
  - Member of a recognized fire department which provides insurance requirements.
  - Ordinance in place recognizing minors as firefighters.
  - Be certified or enrolled in a VDFP Firefighter I

#### **B. Course Completion Requirements for Hazardous Materials Operations Candidates**

1. Hazardous Materials Operations Candidates are required to attend 100% of classroom sessions to meet all of the standards set forth in the National Fire Protection Association's 472-08 "Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents"
  - a. *Any missed module or any portion of that module must be made up as the entire module prior to the next scheduled module or within another Haz Mat Operations certification course. All modules within the Haz Mat Operations certification course must be taken in sequence.*
  - b. *Not more than 10% of the class may be made up with a current Haz Mat Operations Train the Trainer. Modules made up must be documented by verification by a signed Training Validation form and a copy of the Daily Attendance sheet.*
2. Hazardous Materials Operations Candidates are required to satisfactorily complete assigned evolutions as identified in the course curriculum, and by the Hazardous Materials Operations Trainer.

## IV. Course Curriculum and Delivery

### A. Course Curriculum

1. Classroom instruction and Haz Mat Operations Candidate practical evolutions 32 hours.
2. The written state certification test and practical evolutions are not included in the 32 hours of instruction.

### B. Course Delivery

1. Classroom instruction requires one (1) qualified instructor to deliver the training program. Class size is not to exceed 24 students.
2. Practical Sessions
  - a. *Instructor/Student ratio is not to exceed one (1) instructor for every five (8) students.*
  - b. *A minimum of one certified Haz Mat Operations Train the Trainer must be used at all times. Haz Mat Technicians can be used in lieu of Haz Mat Train the Trainers for practical portions only.*

### C. Student Load/Registration

1. Maximum number of students for the Virginia Department of Fire Programs' Hazardous Materials Operations Certification Course is not to exceed 24 Hazardous Materials Operations Candidates
  - a. *Classroom Instructor/Student ratio is: 1:24*
  - b. *Practical Sessions ratio is: 1:8*

## V. Course Completion Requirements

### A. Hazardous Materials Operations Trainer Course Completion Requirements

1. Hazardous Materials Operations Trainers are to submit the following documentation to the governing VDFP Division Office within 10 working days from last day of training. (as stated in the VDFP Instructor's Manual, current edition):

**Course Request/Completion - Form** - *completed form to include section "B" (submitted and VDFP approved) with the schedule identifying the dates, time, location, subject and instructor. (This form is available from the Program Manager upon request.)*

<b>Daily Attendance Sheet -</b>	<i>for each day of attendance, with columns for the students printed name, student's signature, and Instructor II Trainer's Initials.</i>
<b>Roll Call Form -</b>	<i>maintained and completed by the Hazardous Materials Operations Trainer. This form must identify each day of scheduled training and is completed by use of the Daily Attendance Sheet. Students failing to appear on the Daily Attendance Sheet WILL NOT RECEIVE CREDIT on the Mayday Roll Call Form for that day's attendance.</i>
<b>Purple/Orange Data Forms -</b>	<i>appropriately completed Registration (orange) and Personal Data (orange, reverse side of Registration form), and Written Test/Course Completion (purple) "bubble" forms. All submitted forms must be reviewed by Hazardous Materials Operations Trainer for accuracy and completeness. Errors on forms will be returned to the Hazardous Materials Operations Trainer for correction. (Forms available from local Division Office)</i>
<b>Course Critique Form</b>	<i>VDFP Course Critique Forms are to be completed by the candidates critiquing the Haz Mat Ops Trainer/Course performance. Forms are to be distributed to all candidates at the conclusion of class</i>
<b>Haz Mat Candidate - Skill Sheet</b>	<i>to document practical proficiency progress of the Haz Mat Operations Candidate during the course. Candidate Skill Sheets are required for each student completing the course.</i>
<b>Haz Mat Liability - Release Sheet</b>	<i>to document liability release of the Haz Mat Operations Candidate during the course. Haz Mat Liability Release Sheets are required for each student completing the course.</i>

## **B. Hazardous Materials Operations Candidate Course Completion Requirements**

1. 100% attendance of 32 hours of classroom and practical skills as stipulated by the Virginia Department of Fire Programs and National Fire Protection Association's 472-08 "Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents"
2. Successful completion of a comprehensive written test and practical evolutions.
3. When all conditions of certification have been met by the Haz Mat Operations Candidate, the VDFP will issue a certificate of certification, enter the new Haz Mat Operations certification in the VDFP Fire Service Training Record System (FSTRS), and forward the certification information to the National Board on Fire Service Professional Qualifications (NBFSPQ, "Pro Board").

## **VI. Material Requirements**

### **A. Hazardous Materials Operations Trainer Materials**

1. VDFP Approved Course Administration and Instruction Guide
2. VDFP “Hazardous Materials Operations” Curriculum CD-ROM
3. Emergency Response Guide (ERG) book, current edition
4. Appropriate course paperwork as supplied by the Virginia Department of Fire Programs Division Office

### **B. Hazardous Materials Operations Candidate Materials**

1. VDFP/VDEM “Hazardous Materials Operations” Student Guide
2. Emergency Response Guide (ERG) book, current edition

## **VII. Course Curriculum and Presentation**

### **A. Course Overview**

1. The Virginia Department of Fire Programs’ Hazardous Materials Operations training program consists of 32 hours of classroom instruction and practical sessions.
2. To ensure Haz Mat Operations candidates meet the Virginia Department of Fire Programs, National Fire Protection Association’s 472-08, “Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents”, and the National Board on Fire Service Professional Qualifications, candidates must successfully complete the written test and show competency during the required skills in the Course Evolutions. The Candidates must receive a minimum score of **70%** on the written test.

### **B. Course Curriculum - Total 32 Hours (Does not include testing)**

<b>Module 1 (Chapters 1 &amp; 2)</b>	<b>4 Hours</b>
<b>Module 2 (Chapters 3, 4, &amp; 5)</b>	<b>4 Hours</b>
<b>Module 3 (Chapters 6 &amp; 7)</b>	<b>4 Hours</b>
<b>Module 4 (Chapters 8, 9, &amp; 10)</b>	<b>6 Hours</b>
<b>Module 5 (Chapter 11)</b>	<b>4 Hours</b>
<b>Module 6 (Chapters 12 &amp; 13)</b>	<b>6 Hours</b>
<b>Module 7 (Chapters 14, 15, 16, &amp; 17)</b>	<b>4 Hours</b>
<b>Testing (writing &amp; practical)</b>	<b>4 Hours</b>

## VIII. Candidate Written and Practical Exercises

### B. Written Tests

1. Candidates failing to receive a minimum score of **70%** on the final written test will be allowed to retest one time. Retests will not be permitted earlier than 10 calendar days after the notification of failure, and no later than 90 calendar days following the notification of failure. (*Candidates must retest within the 10-90 days following the failure notification date*). Failure of candidates to re-test within the specified time, or successfully complete the re-test will be required to retake the failed course again. (No exceptions)
2. Haz Mat Operations Trainers are required to make complete documentation regarding the reason(s) for a candidate's failure during any Course Evolutions on the reverse side of the Evaluation Form. This documentation will be forwarded to the appropriate VDFP Division Office with the Course Completion paperwork.

## IX. Course Completion Requirements

### A. Documentation / Course Completion

1. The following forms and documents are required within 10 working days following the final day of the Hazardous Materials Operations training Program by the Lead Hazardous Materials Operations Trainer:  
  
Training Request/Completion Form (Section "B" completed)  
Daily Attendance Sheet for each day of the training program  
Course Roster/Attendance Record (Maintained & completed by the lead instructor)  
Registration, Personal Data, and Written Test/Course Completion forms  
Hazardous Materials Operations Candidate's Practical Skill's Form (Trainer's form, signed and dated by the Lead Instructor and candidate with reason(s) for passing or failing.)  
Course Critique Form (From each Hazardous Materials Operations Candidate)  
Any/All AV and Training Materials loaned to instructor(s)
2. Any questions regarding Hazardous Materials Operations Trainer qualifications, Hazardous Materials Operations curriculum, Hazardous Materials Operations Candidate performance requirements, or the guidelines used to conduct the certification program should be forwarded to each VDFP Division Chief or the Instructor Certification Program's Manager. Consult the VDFP's Instructor Manual (Current Edition) for names, addresses, and contact numbers for VDFP Division Offices.