

# **NJSP HAZARDOUS MATERIALS RESPONSE UNIT INSTRUCTOR TRAINING PROGRAM**



## **GUIDELINES FOR NJSP HMRU INSTRUCTORS PRESENTATION OF PROGRAMS**



**DEPARTMENT OF LAW AND PUBLIC SAFETY**



**DIVISION OF STATE OF POLICE**



**HOMELAND SECURITY BRANCH  
SPECIAL OPERATIONS SECTION  
TECHNICAL RESPONSE BUREAU**

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**DEPARTMENT OF LAW AND PUBLIC SAFETY  
DIVISION OF STATE POLICE**

**Hazardous Materials Response Unit**

1001 Fire Academy Drive  
Sayreville, NJ 08872

Homeland Security Branch - Special Operations Section  
Technical Response Bureau



## PREFACE

In order to instruct any of the NJSP HMRU training courses and obtain a New Jersey State Police, Hazardous Materials Response Unit certificate for the each participant, you must be a **NJSP-HMRU certified instructor**.

If you are training either a **public sector or private sector** employees, all training materials may be obtained from through the Hazardous Materials Emergency Response unit of NJSP-HMRU. The phone number for HMRU unit is 732-721-4040.

### Software

There are three pieces of software that instructors will need in order to conduct training classes.

1. Microsoft "Powerpoint" or Microsoft PowerPoint Viewer software

PowerPoint Viewer (PPS) is available free [www.microsoft.com](http://www.microsoft.com)

2. Adobe " Acrobat Reader" 5.0 or newer. (Current version is 9.0)

Acrobat Reader is available free at [www.adobe.com](http://www.adobe.com)

To properly utilize any of the PDF forms that have been created and re-submit them as designed, you will need ADOBE Reader or Acrobat version 7.0 or newer.

3. Windows Media Player, Real Player or similar (video clips)

Windows Media Play is available free at [www.Microsoft.com](http://www.Microsoft.com)

Real Player is available free at [www.realplayer.com](http://www.realplayer.com)

**Note:**

**The CD contains both Powerpoint/viewer, video media and Adobe Reader formats.**

## EQUIPMENT AND MATERIAL REQUIRED

1. Training facility with desks and chairs is the best format.
2. Appropriate LCD or LDP projector (with spare bulb and cables) and screen.
3. VCR player with appropriate cables to attached to either projector or TV.
4. Laptop or Desktop Computer with Pentium I or higher processor

## CERTIFICATE ISSUANCE

In order for students to receive a NJSP HMRU course completion certificate, registration forms need to be completed and forwarded to NJSP for processing and certificate issuance.

NJSP HMRU time to issue these certificates is approximately 4-6 weeks after HMRU receives the registration forms.

Training attendance certificates can also be issued by select training academies that have opted for voluntary program. **In all cases, the registration forms still need to be directed to HMRU.**

Note: For those agencies issuing their own course completion certificate. To reduce any future confusion as to which agency course was conducted, agencies issuing their own certificates should add language that specifically states the course conducted was a NJSP HMRU course.

## Instructor's Option

Instructor's are provided in the Instructor CD, a "General Letter" that is designed and intended to be used by instructors for students that require a interim notice of attendance. These form letters can be used at any time.

## NJOEMS Credit

OEMS CEU credit is obtained by log-in-on to the NJOEMS web site

[https://www.njoemscert.com/MaestroC/dsp\\_login.cfm](https://www.njoemscert.com/MaestroC/dsp_login.cfm)

No credit is awarded by NJSP HMRU.

**Course training INSTRUCTOR support package (CD).**

Each CD may contain files in the same format and arrangement:

**Contents: May include:**

<b>About this CD</b>	<b>Contains a file describing the contents of the CD.</b>
<b>06007 Hazardous Materials Awareness</b>	<b>Contains instructional materials to present program.</b>
<b>06009 Hazardous Materials Operations</b>	<b>Contains instructional materials to present program.</b>
<b>06013 EMS Operations</b>	<b>Older PPT is no longer supported. Only Hand-outs and Student manual are included. Separate CD only</b>
<b>06037 HM Awareness Refresher</b>	<b>Contains instructional materials to present program.</b>
<b>06047 Confined Space Awareness</b>	<b>Contains instructional materials to present program.</b>
<b>06085 CBRNE Awareness</b>	<b>Contains instructional materials to present program.</b>
<b>06088 CBRNE Operations</b>	<b>Contains instructional materials to present program.</b>
<b>CD Covers</b>	<b>Contains Printable PDF file that can be used for CD cases or covers.</b>
<b>ERG</b>	<b>Contains 2008 ERG in PDF format, DOT Chart 12, List of WMD class list, Commercial suppliers of the 2008 ERG, and Short video on the US DOT Regulations.</b>
<b>FORMS</b>	<b>Contains forms used by the training Program</b>
<b>Instructor's</b>	<b>Contains information for Instructor's, Up date forms, Detail sheet, Qualifications and Instructor applications forms.</b>
<b>NJSP OSHA-PEOSHA</b>	<b>Contains a student manual on the regulations affecting NJ responders and short slide show on OSHA.</b>
<b>Pocket Cards</b>	<b>Student handout card CHEM-BIO-RAD</b>
<b>Responder References</b>	<b>Contains a listing of various agencies guides to responder training guidelines as well</b>

	<b>regulations, 1999 CHRIS and NAAK MK I use.</b>
<b>RSDL</b>	<b>Product Sheet on RSDL</b>
<b>704 for Beer</b>	<b>Wall chart showing use of the 704M system</b>
<b>AG-Directive 2004-03 for Law enforcement</b>	<b>Copy of NJ Attorney General Directive 2004-03 for law enforcement agencies.</b>
<b>HazMat Awareness Review</b>	<b>A Powerpoint presentation (Jeopardy GAME)</b>
<b>NJSP HMRU Course List</b>	<b>Listing of HMRU Classes</b>
<b>Video List</b>	<b>General list of video and source that can be used in class presentations.</b>
<b>Web Pages of Interest</b>	<b>Web page list of Yahoo groups, NJSP HMRU</b>

**Each of the Training Courses is broken down into the following folders**

<input type="checkbox"/> Instructor Notes	Contains PDF files of PPT Instructor notes
<input type="checkbox"/> Presentation PDF	Contains PDF files of actual presentation in PDF format. There is no sound and no transitions.
<input type="checkbox"/> Forms	See below
<input type="checkbox"/> Presentation PPS	Contains PPS files in <b>Powerpoint Show</b> format Automatically starts in presentation mode.
<input type="checkbox"/> Student Handouts	Contains PDF files of actual slides for student hand-out. Instructor decaeson choise.
<input type="checkbox"/> Student Manuals	PDF File of student Manual
<input type="checkbox"/> IG Instructor Guide	Contain file of Instructor manual.

### **General for each class**

- ☐ Each student requires a current version USDOT Emergency Response Guide books (ERG) for classroom use. (ERG's are available through your County Training Coordinator's and NJSP HMRU..
- ☐ Student Manuals will need to be printed prior to class for each student.
  - Each county was provided with an option in 2005 to print there own manuals. Check with your County HMRU Training Coordinator.
  - Electronic transfer of student manuals has been made available from the official NJSP HMRU web page
- ☐ It is highly recommended that student manuals be retain upon the conclusion of each class so that they can be re-utilized for future classes. Students desiring copies of the Student Manuals can be provided PDF versions of the manuals contained on this CD. They may also download them at :
- ☐ [http://www.njsp.org/divorg/homelandsec/hrmu\\_forms.html](http://www.njsp.org/divorg/homelandsec/hrmu_forms.html)

**PREPARATIONS TO BE COMPLETED PRIOR TO CONDUCTING THE TRAINING**

1. Make arrangements to get student training materials to the training site.
2. Arrive at the training site one hour early to become familiar with the facility, and or to make any adjustments for class size or seating arrangement and to test any in-house equipment and/or lighting.
3. Hookup and test any equipment that you brought with you and set up any videotapes and slides.
4. Distribute the student training materials in the classroom.
5. Arrange for break areas and eating areas (if necessary).
6. Class size should be kept to 15-20. Larger groups in the any of the Awareness Programs is permissible and approved on an individual instructor basis.
7. Operations Classes should be kept at the 18-24 individuals as the work stations and practical stations will prove more beneficial to the students.

**HOW TO PRESENT THE MODULES OF TRAINING**

Begin the course by welcoming the students introduction(s) of the instructor(s). Cover the goals and purposes of the full program (the term "full program" means all five levels of training) Then cover the objective of training Level you are addressing ( i.e. HM Awareness, CBRNE Awareness, OPS etc)

Guide the students through the registration form:

See CD for Municipal code listing.

Present all of the objectives of the introductory module and then cover each objective separately as a lead-in to that module. Use slides to accompany the lecture and focus on each topic.

Encourage the students to participate and ask questions in an informal atmosphere.

Conduct a review of the module agenda and set times and procedures for breaks. Cover meals and lodging as necessary.

## PRE-TESTING

Select classes have pre-testing requirements. All Pre-testing requirements should be conducting at the very beginning of the program (Prior to registration forms).

Pre-testing has been added to insure that basic knowledge is present by all attendees. Prior history of classes has shown that a significant numbers of students are coming into the training classes; do not possess the basic knowledge learned in prior classes. ( i.e. ERG usage).

Attendees will be provided a DOT-US ERG and given the pre-test. There are 25 questions to be addressed. Attendees that complete the pre-test with at least 70% or better can continue into the program.

### Select Programs

Select programs have additional pre-tests that are required for that specific program ( i.e. Confined Space, EMS Operations and HazMat. Technician).

## Forms

There are three (3) forms that you will need and use through-out all of the NJSP HMRU programs.

<b>Registration Form</b>	Used by individual student to register for each separate program attended. <b><u>(One per attendee)</u></b>
<b>Course Evaluation Form</b>	Used by individual student to evaluate each program and instructor. <b><u>(One per attendee)</u></b>
<b>Course Report Form</b>	Used by INSTRUCTOR upon the completion of the class for each separate and individual class or program. <b><u>One (1) per class.</u></b> Course Report forms <b><u>MUST BE SIGNED BY</u></b> all Instructors who present the program as well the academy Director (if conducted through an Academy)

### Other Forms

<b>Sign-In</b>	Form may be used by instructor as attendance list in place of county or facility list.
<b>Attendance Letter</b>	Designed to be used by instructor and provided to the individual student to temporarily act as a course completion certificate. Some individuals need immediate proof of attendance due to employer requirements. This form may be used by instructor to satisfy that need.
<b>Request for Certificate</b>	This PDF file form may be used and provided to individual who has attended a previous class but can not locate their issued certificate. Upon completion of this form and faxing to number indicated, students may receive a duplicate cert. Approximately 10 days for this service. <b>THIS FORM IS NOT FOR INITIAL ISSUANCE, the course registration form is used for this purpose.</b>



1. **Registration, Course Evaluation forms are SCANTRON forms and as such should only be photo-copied at 100% and never reduced in size.**
2. **Only Copy the Original form provided to Academies, on the CD and or the web page.**
3. **Advice students to Completely fill in all areas and DO NOT USE CROSS OUTS or "X's" Fill boxes or circles in completely.**
4. **NO COLORED PAPER for any of the copies**
5. **USE ONLY BLACK INK, BLUE and or Pencil. No crayons or colored markers.**

## **INSTRUCTORS**

### **Completion of Class**

- ☐ Upon Completion of each class individual instructor are to verify the class attendees, via the sign-in list.
- ☐ Upon Completion of each class individual instructor are to review the registration forms for errors and accounting. Adjust for any discrepancies. This is best accomplished with students in class.

### **Submit**

- ☐ Original Course Report Form (One per course)
- ☐ Original Registration (One from each student)
- ☐ Original Class Evaluation Form (One from each student)
- ☐ Copy of master sign-in form. (optional)
- ☐ Mail to Address on Course Report Form.
  - **NJSP-HMRU 1001 Fire Academy Dr. Sayreville, NJ 08872**
- ☐ DOHSS-OEMS NJ does not grant credit for Train-the-trainer programs But DFS does.
- ☐ ONLY NJSP HMRU Personnel performs TTT classes.

**MAKE SURE THAT THERE ARE NO STAPLES IN ANY OF THE FORMS**

### **INSTRUCTOR Numbers**

Your instructor number is the last four (4) digits of your SSN. If there is a conflict with its use or duplication with another instructor number will assign a different number to you.

## WEB PAGES OF INTEREST

<http://www.njsp.org/divorg/homelandsec/spops.html#hazmat>

OFFICIAL Web page for the posting and downloading current information regarding training and exchange of information.

[http://www.njsp.org/divorg/homelandsec/hrmu\\_forms.html](http://www.njsp.org/divorg/homelandsec/hrmu_forms.html)

OFFICIAL Web page for the posting and downloading for instructors

## YAHOO

### [NJHAZMATINSTRUCTORS](#)

Open to all. Designed to assist agencies and Instructors who present Haz. Mat. Confined Space, CBRNE, EMS courses, ask questions ,exchange ideas, comments and seek guidance from NJ Hazardous Materials Instructors..

### [NJHAZMATTEAM](#)

OPEN TO ALL. Designed for NJ HAZMAT Teams. Free exchanges of ideas, comments and chat with NJSP –HMRU personnel

To Join a Yahoo group, simply enter your internet browser go to YAHOO.COM

In the main list click on GROUPS then enter NJHAZMATINSTRUCTORS or NJHAZMATTEAM you will be taken to entry page.

For direct assistance on any of the training programs contact:

**Theodore K. Cashel, CFEI**  
**NJSP HMRU**

**1001 Fire Academy Drive**  
**Sayreville, NJ 08872**

**732-721-4040 Office**

**732-721-4676 Fax**

**[LPPCASHT@gw.njsp.org](mailto:LPPCASHT@gw.njsp.org) E-mail**



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Homeland Security Branch - Special Operations Section  
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**New Jersey State Police Hazardous Materials Response Unit  
Hazardous Materials Training Programs.**

**Frequently Asked Questions**

**Eligibility to Attend Training:**

Any emergency responder, public official, (both traditional and non traditional response agency) personnel may attend any of the training programs offered by NJSP HMRU. Such agencies include but are not limited to Public Works, Health Department, Emergency Management, Water Treatment, Volunteer Assistance teams (VOADS) and groups like CERT, and CART members are all eligible to attend.

**Annual Training Calendar**

NJSP HMRU posts a training calendar each January for that calendar year. The calendar is posted on the Official NJSP HMRU Web page, NJHAZMATINSTRUCTORS, NJHAZMATTEAM Yahoo Groups, HMRU offices and via e-mail requests. Class times and locations are subject to change. Classes may be postponed or rescheduled if there are insufficient registration forms received.

**Program Delivery**

Typically there are two methods of receiving training: Delivery at a local training academy or, through an individual instructor. NJSP HMRU provides direct delivery in all of its programs and can modify or create a training program upon request or as needed to meet an individual agencies operational needs.

NJSP HMRU has established a training cadre with the majority of the training academies, private agencies and individuals to conduct these training classes locally. Currently NJSP HMRU has over 1000 registered instructors with approximately 75 active instructors in over 30 individual training courses.

**Selection Process (HazMat Tech, CBRNE Tech, CS OPS, Rail Car & Cargo Tank)**

Due to classroom space, available resources, and technical information, class size is limited in HazMat, CBRNE technician, CS Operations, Rail Car, and Cargo Tank courses. HazMat & CBRNE technician courses have a pre-test which must be passed (80% or better) as a prerequisite to being selected to attend the full course and maintain 80% average or better throughout the entire course. Selection is scheduled approximately 30 days prior to the course start date. Individuals have two opportunities to take the pre-test per course offering. Individuals, who pass the pre-test continue in the selection process. Individuals who do not pass the pre-test after the second attempt are dropped from the selection process, but may apply as many times as they desire to attend future training courses with a new application form.

**Application Forms**

Training application forms are required to be completed for all NJSP HMRU training programs. Individual academies may have their own protocol and forms for their local delivery.

**Registration Form**

All NJSP HMRU training courses/classes are required to complete a course/class registration form. All data collected on these forms is placed into a master database for accountability of who has attended, agencies represented and the generation of a course completion certification. The database provides an official training record for the individual's attendance and course activity.

**Testing**

NJSP HMRU has instituted a testing criteria for all of its training to insure vital and essential information has been retained. Skill stations have been established at each of the Operations level programs. Each of the Technician level courses has pre-testing, quizzes, skills stations and final examination requirements.

**Train-The-Trainer (TTT)**

NJSP HMRU conducts all Train-the-Trainer (T-T-T) classes for all of its courses. These courses are designed and intended for those qualified individuals to become instructors in HMRU training programs. HMRU has developed instructor candidate qualifications which are available at the official web page, by contacting our office, or the yahoo groups. In order to be an instructor in ANY of the NJSP HMRU training courses you MUST have attended the course as a student first. **There is no waiver for that activity.** Candidates must have attended and completed a recognized training program/course(s) that addresses instructor training, education methodology and the concepts of adult learning. Attendance at other TTT courses by other agencies does not constitute instructor training. TTT courses typically impart only specific topic information and administrative details. See the NJSP HMRU Instructor qualifications for specific details. All the qualifications are designed and intended to insure that qualified instructors with specific knowledge in Hazardous Materials response is attained.

**Cross-over or Compatibility with other training courses**

NJSP HMRU recognizes that there are other training courses offering the same topics or subjects addressing hazardous materials, and CBRNE courses. NJSP HMRU's position in the past has been that HMRU would only accept attendance in NJSP HMRU HM Awareness & Operations in order to be eligible to attend the HM Technician or other advanced courses. **THIS IS NO LONGER THE CASE.**

As an example, The NJ Fire Service has begun to utilize the Jones & Bartlett *Fundamentals of Fire Fighter* in 2009. Some have inquired if the training modules included in that program are compatible / acceptable to NJSP HMRU in as far as content relating to hazardous materials / CBRNE.

HMRU's position is that the decision of which program to use to gain compliance with both Federal OSHA and NJ PEOSH rests with the Authority Having Jurisdiction (AHJ). HMRU offers a training program free of charge to all responders.

1. Will NJSP HMRU accept other training courses that include hazardous materials training within them? **ANSWER** It is not within the authority of HMRU to accept or deny.

2. Will NJSP HMRU accept other training courses that include hazardous materials training and allow individuals to apply to NJSP HMRU Hazardous Materials Technician, CBRNE Technician, Rail Car Specialty and Cargo Tank Specialty courses? **ANSWER YES - with documentation**
3. The concept here is competency. **It is the employer having jurisdiction to say what is acceptable.** As an example an individual attends and completes a HM technician training course. Attendance alone does not make them a HM technician at his place of employment. It is the employer that states that the trained technician is a technician.

As another example, an employee attends a HM Technician training course that is 24 hours in length. The employer advises that they are only willing to accept 40 hrs of training. The employer decides that the employee does not meet their standard. While the individual meets the federal regulation, the employer sets the acceptable level that is not less than the federal requirements.

The NJSP HMRU training courses were developed by NJ emergency responders for emergency responders and have been in operation since 1988 as part of the then revised and new requirements set forth in SARA title 3 and EPA 40, 311. These regulations were later adopted into NJ PEOSH regulations. (See NJ DOH bulletin August 1989 and reissued NJ DOHSS Bulletin 8-2004) The NJSP HMRU courses are just one way of gaining compliance with those specific regulations.

The Jones and Bartlett program as adopted by the NJ DFS in the May 2010 NJR is another method. The choice is strictly up to the AHJ.

The original Hazardous Materials Technical Training committee was composed of state agencies (DEP, NJSP-OEM, DOH, DCA, DOL). Representatives from health departments fire departments, private industrial hazmat teams, the then Bureau of Fire Safety (Div. of Fire Safety) were all part of that group. Its charge was to develop a training program(s) to address the new and revise federal regulations. These programs are still being offered free of charge.

### **Prior Attendance**

Because of the data collection process, HMRU can reissue course completion certificates for previously attended courses. Contact HMRU directly for a database search and re-issuance of prior certificates.

### **Accountability in training**

Another issue is accountability in training. NJSP HMRU will not accept registrations forms and will rescind certificates of those agencies or individuals that have falsely stated or misrepresented conducting a NJSP HMRU training course or actually conduct another training course and later seek a NJSP HMRU certificate. This is false representation, counter productive, disruptive to good order, and illegal. As an instructor with a public safety agency providing instruction to public safety agencies on public safety topics, may be looked at as official misconduct, making false public statements and may be treated as such.

Questions of any kind relating to NJSP HMRU training Programs may be addressed to HMRU.