



# State of Montana Hazardous Material Plan



This document was prepared for the  
State Emergency Response Commission  
by the

Department of Military Affairs (DMA)  
Montana Disaster & Emergency Services Division (MT DES)

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Initials: \_\_\_\_\_ Date: \_\_\_\_\_

## *Table of Contents*

Record of Change .....	1
Record of Distribution.....	1
Background .....	2
Definitions.....	3
Section I     Purpose & Scope .....	4
Purpose .....	4
Scope.....	4
Assumptions.....	4
Section II     Roles and Responsibilities .....	4
State Emergency Response Commission (SERC).....	4
Steering Committee of the SERC .....	4
LERA Subcommittee of the SERC .....	5
Hazardous Material Technical Advisory Group (HTAG) .....	5
Disaster and Emergency Services Division (MT DES) .....	5
Montana Department of Environmental Quality .....	6
Montana State Agencies .....	6
Local Emergency Response Authority (LERA) .....	6
Local Emergency Planning Committee (LEPC) .....	6
Regional Hazardous Materials Teams.....	6
83 <sup>rd</sup> Civil Support Team (CST).....	7
Section III     Concept of Operations .....	7
Preparing for a hazardous material response.....	7
Local Support and Oversight.....	7
Mitigating Hazardous Material Risks .....	8
Incorporate Hazardous Material Risks in State and Local Mitigation Plans .....	8
Training .....	8
Establish a Regional Hazardous Materials Team .....	8
Requesting Additional Support for an Incident. ....	9
Notification of an Incident. ....	9
Technical Assistance. ....	9

Request Process .....	9
Reimbursement & Cost Recovery .....	10
Regional Hazardous Materials Team Cost Recovery.....	11
Section IV Plan Maintenance .....	12

## ***Appendices***

Appendix A – Memorandum of Understanding between MT DES and Regional Hazardous Materials Teams
Appendix B – Regional Hazardous Materials Team Standard Equipment
Appendix C – Regional Hazardous Materials Team Qualifications Requirements
Appendix D – Regional Hazardous Materials Team Certification Template
Appendix E – Regional Hazardous Materials Team Deployment Reimbursement Rates
Appendix F – Regional Hazardous Materials Team Checklist
Appendix G – Regional Hazardous Materials Team Financial Reimbursement Procedures & Recovery Packet

## ***Record of Change***

Date	Description of Change	Initials
4/1/2024-4/25/2025	Revised due to legislative changes and steering committee feedback	JW/BL

## ***Record of Distribution***

Upon approval of this Plan, the MT DES Division provided an electronic copy to the following contacts. To provide comments and suggestions for future revisions, call 406-324-4777.

Date	Receiving Partner Agency/Organization
10/15/2024	DEQ, DPHHS, MDT, TERC, MSFCA, MEMA, HTAG

## Background

Hazardous material incidents can occur anywhere in the state. The State Emergency Response Commission (SERC) is required by federal law to help ensure the state is prepared for hazardous material incidents.<sup>1</sup> It is comprised of an eight-member multi-disciplinary body appointed by the Governor. As outlined in Montana Code Annotated (MCA), the SERC may prepare, coordinate, implement, and update a plan that coordinates state and local emergency authorities to respond to hazardous material incidents within the state.<sup>2</sup>

Federal law further requires that each SERC appoint “local planning districts” and that those districts each have a functioning Local Emergency Planning Committee (LEPC)<sup>3</sup> and develop and maintain a Hazardous Material Plan.<sup>4</sup> In Montana, the SERC has designated each County (or consolidated city-county government) as a “planning district”.

Like the SERC, LEPCs are also a multi-disciplinary body established for the primary purpose of hazardous material response planning. In addition to hazardous material planning, LEPCs are encouraged to serve as an all-hazards advisory group to assist with emergency preparedness activities and contribute to the development of county level all-hazard Emergency Operations Plans (EOPs).

For response, State law outlines that the governing body of each incorporated city and county must designate a *Local Emergency Response Authority* (LERA). The LERA is responsible for ensuring the management of hazardous material incidents within its jurisdiction and according to its local emergency operations plan. An incorporated city may, with the mutual consent of the county, designate the county as its LERA and participate in the local emergency operations plan for incident response.<sup>5</sup>

The SERC is responsible for developing a State Hazardous Material Plan. Resources identified in the State Hazardous Material Plan are intended to supplement, not replace, locally identified resources and response plans. The state plan does not replace the requirement for LEPCs to develop local hazardous material plans, or for LERAs to ensure their designated responders are trained and able to respond to hazardous materials incidents.<sup>6</sup>

All federally recognized tribes have the same responsibilities as states for implementing the Emergency Planning and Community Right to Know Act (EPCRA). A Tribal Emergency Response Commission (TERC) functions very similarly to and has the same responsibilities as a SERC. A Tribal Emergency Planning Committee (TEPC) is appointed by the TERC and functions very similarly to an LEPC. If a tribe is not prepared to undertake the EPCRA program, a cooperative agreement may be developed to authorize the state to implement EPCRA in tribal regions. Alternatively, a tribe may choose to enter into a cooperative agreement with another tribe or a consortium of

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<sup>1</sup> Emergency Planning and Community Right-To-Know Act (EPCRA), 42 U.S.C. §§11001 et seq. (1986)

<sup>2</sup> State Emergency Response Commission -- Members -- Duties -- Establishment of Incident Response and Incident Management Teams, 10-3-1204 MCA

<sup>3</sup> EPCRA, Establishment of Local Emergency Planning Committees, 42 U.S.C. §§11001(c)

<sup>4</sup> Comprehensive Emergency Response Plans, 42 U.S.C. §§11003(a)

<sup>5</sup> Local Emergency Response Authorities -- Designation, 10-3-1208 MCA

<sup>6</sup> Occupational Safety and Health Standards, Hazardous Materials, Training Curriculum Guidelines, 29 CFR 1910.120(q)

tribes in which its lands are located. Given this, a TERC or TEPC may consult with the SERC for technical assistance in these matters.

The SERC also has the authority to certify “Regional Hazardous Materials Teams.”<sup>7</sup> Regional Hazardous Materials (Hazmat) Teams are local assets trained and equipped to mutually agreed upon standards adopted by the Hazardous Material Technical Advisory Group (HTAG).<sup>8</sup> The HTAG is comprised of specialists from the Regional Hazmat Teams. These standards contribute to a safe, rapid deployment that can augment the response of the local responding agency. Teams adhere to the command control as outlined in statute under the Montana Intrastate Mutual Aid System.<sup>9</sup>

The 83<sup>rd</sup> Civil Support Team (CST), located at Fort Harrison, can provide assistance similar to a Regional Hazmat Team. The CST can deploy equipment and team members via military air transportation or self-sustained ground transportation.<sup>10</sup>

## ***Definitions***

**Hazardous material** - means a hazardous substance, a hazardous or deleterious substance as defined in [75-10-701](#), radioactive material, or a combination of a hazardous substance, a hazardous or deleterious substance, and radioactive material.

**Hazardous material incident** - means an event involving the release or threat of release involving hazardous material that may cause injury to persons, the environment, or property.

**Hazardous substance** - means flammable solids, semisolids, liquids, or gases; poisons; explosives; corrosives; compressed gases; reactive or toxic chemicals; irritants; or biological agents.

**Jurisdiction** – used in this plan “generally” to mean any local town, city, tribe, county or combination thereof.

**Local emergency response authority** - means the agency designated by an incorporated city and/or county to be responsible for the management of a hazardous material incident at the local level.

**Political subdivision** - means any county, city, town, or other legally constituted unit of local government in this state.

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<sup>7</sup> SERC -members- duties- establishment of incident response and incident management teams 10-3-1204(2) MCA

<sup>8</sup> Response to Hazardous Material Incident, Definitions –10-3-1203(6) MCA

<sup>9</sup> Intrastate Mutual Aid System –10-3 Part 9 MCA

<sup>10</sup> National Guard Regulation 500-3/Air National Guard Instruction 10-2503; NGR 500-3/ANGI 10-2503

## ***Section I Purpose & Scope***

### **Purpose**

This purpose of this document is to help coordinate state and local emergency response authorities to respond to hazardous material incidents within the state.

### **Scope**

This plan applies to state emergency response responsibilities relating to a hazardous material incident within Montana.

### **Assumptions**

This document is produced with the following assumptions:

- Each jurisdiction has designated a *Local Emergency Response Authority* for managing hazardous materials incident.
- Each County (planning district) has developed a Local Emergency Planning Committee (LEPC)
- Each LEPC has developed a Hazardous Material (HazMat) Plan or incorporated HazMat response into their jurisdictional Emergency Operations Plan (EOP).
- Some jurisdictions will not have the capability to fully respond to a hazardous materials incident.

## ***Section II Roles and Responsibilities***

Implementation of this plan requires the coordination of multiple organizations and groups. Each fulfills critical responsibilities to ensure this plan is functional. Roles and Responsibilities for the following organizations and groups are listed below.

### **State Emergency Response Commission (SERC)**

- Implement the provisions of EPCRA and MCA 10-3-12 in the State of Montana.
- Develop a State HazMat Plan in accordance with MCA 10-3-1204 (10).
- Provide guidance to LEPCs.
- Certify the Regional Hazardous Materials Teams and approve their cost-rate agreements annually.
- Review claims for reimbursement by Regional HazMat Teams for deployments made in accordance with state statutes and this plan.
- Provide guidance and assignments to any subcommittees or working groups as appropriate.

### **Steering Committee of the SERC**

- Serve as a working group and advisory committee for SERC.

- Coordinate LEPC outreach efforts.
- Review this document annually.
- Review local Hazardous Material plans<sup>11</sup>
- Perform Hazardous Material Planning as assigned by the SERC.
- Review the cost-rate developed by the Hazardous Material Technical Advisory Group and submit the proposed cost-rate agreement to the SERC annually.

#### **LERA Subcommittee of the SERC**

- Working group to identify gaps in local jurisdictions' ability to meet state requirements regarding LERAs.
- Provide guidance to local jurisdictions on the appointment and functions of LERAs.

#### **Hazardous Material Technical Advisory Group (HTAG)**

- Develop written training and equipment standards for Regional Hazardous Materials Teams.
- Determine cost-rates for Regional Hazardous Materials Team deployment.

#### **Disaster and Emergency Services Division (MT DES)**

- Serve as the administrative agency for the SERC<sup>12</sup>.
- Enter into MOUs with local jurisdictions with hazardous material resources that are qualified to serve as a Regional Hazardous Materials Team on behalf of the SERC.
- Review this document annually.
- Review local Hazardous Material plans.
- Review the cost-rate developed by the Hazardous Material Technical Advisory Group and submit the proposed cost-rate agreement to the SERC annually.
- Coordinate and approve the deployment of Regional Hazardous Materials Teams in support of a requesting jurisdiction.
- Consolidate hazardous material incident reports and provide a biannual summary to the SERC.
- Inform local Disaster and Emergency Services of reported hazardous material incidents within their jurisdictions.
- Inform the SERC of all Regional Hazardous Materials Team deployments and associated expenses.
- Upon approval from the SERC, process Regional Hazardous Materials Team deployment reimbursement in accordance with the cost-rate agreement.
- Maintain a record of Regional Hazardous Materials Team deployments.

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<sup>11</sup> Emergency Planning and Community Right-To-Know, 42 U.S.C. §§11003(e) Comprehensive Emergency Response Plans

<sup>12</sup> State Emergency Response Commission -- Members -- Duties -- Establishment of Incident Response and Incident Management Teams, 10-3-1204 (1) MCA

## **Montana Department of Environmental Quality**

- Respond to hazmat spills or releases within the scope of their authority.
- Oversee the response, recovery, and clean-up/remediation of hazmat spills or releases within the scope of their authority.
- Coordinate response or recovery efforts with other State (e.g. FWP, MDT, DNRC) and Federal (e.g. EPA, USCG, PHMSA) agencies as appropriate.

## **Montana State Agencies**

- Respond to or support response and recovery efforts to hazmat spills or releases within the State of Montana and within the scope of their authority.
- Coordinate with the SERC in the commission's efforts to carry out its duties under state and federal statutes.

## **Local Emergency Response Authority (LERA)**

- Ensure management of hazardous material incidents<sup>13</sup>.
- Ensure LERA members are appropriately trained in hazardous material incident response<sup>14</sup>.
- Respond to hazardous material incidents<sup>15</sup>.
- Define its incident management system and agency that will be the incident commander<sup>16</sup>.

## **Local Emergency Planning Committee (LEPC)**

- Develop and maintain a Hazardous Material Plan for the jurisdiction and submit the plan to the SERC<sup>17</sup>.
- Establish procedures for receiving and processing requests from the public for information including an official to serve as a coordinator for information<sup>18</sup>.
- Annually submit EPCRA required membership and LERA information to the SERC<sup>19</sup>.

## **Regional Hazardous Materials Teams**

- Ensure qualification and equipment standards are met and maintained.
- Notify MT DES of changes that affect the Regional Hazardous Materials Team capabilities.
- Determine if the Regional Hazardous Materials Team can support a requesting jurisdiction at the time of an event.

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<sup>13</sup> Definitions, 10-3-1203(10) MCA

<sup>14</sup> Local Emergency Response Authorities – Designation, 10-3-1208(2) MCA

<sup>15</sup> Local Emergency Response Authorities – Powers and Duties, 10-3-1209(1) MCA

<sup>16</sup> Local Emergency Response Authorities – Powers and Duties, 10-3-1209(2) MCA

<sup>17</sup> Comprehensive Emergency Response Plans, 42 U.S.C. §§11003 (1986)

<sup>18</sup> Establishment of Local Emergency Planning Committees, 42 U.S.C. §§11001(c) (1986)

<sup>19</sup> Establishment of State Commissions, Planning Districts, and Local Committees, 42 U.S.C. §§11001 (1986)

- Maintain administrative control of personnel and equipment under the direction of the responding Regional Hazardous Materials Team's jurisdiction.
- Ensure the operational control of personnel and equipment support the LERA, or incident commander, of the requesting jurisdiction.
- When requested, provide technical assistance/advice to requesting jurisdictions.
- Submit documentation for deployment expenses to MT DES in accordance with the most current cost-rate agreement and reimbursement procedures.

### **83<sup>rd</sup> Civil Support Team (CST)**

- Determine if the CST can support a requesting jurisdiction at the time of an event.
- Provide technical assistance/advice to jurisdictions as requested.

## ***Section III Concept of Operations***

Hazardous materials incidents pose a variety of unique threats to public health and safety as well as to responders. When preparing for or responding to emergencies involving hazardous materials, it is critical for responders to have immediate access to the best available information and resources.

Hazardous Material Plans at the state and local level should align to ensure a timely and safe response to an incident. The concepts provided below describe preparedness considerations, the processes to request additional support during a response, and how to recover expenses related to a hazardous material incident.

### **Preparing for a hazardous material response**

Local capabilities available for a hazardous materials incident vary across the state. Often, fire departments are designated as the primary hazmat response agency for a jurisdiction, yet law enforcement officers are often first on-scene of a hazardous material incident. Because of this, hazardous material planning requires close coordination among all response agencies at the local level.

#### **Local Support and Oversight.**

Each political subdivision in the state designates a local agency responsible for all-hazard emergency and disaster prevention, preparedness, and coordination of response and recovery.<sup>20</sup> Incorporated cities and counties must also designate a LERA specifically responsible for managing the response to hazardous material incidents.<sup>21</sup> All of these designated entities should participate in their LEPC. LEPCs are required to develop and maintain a Hazardous Material Plan. At a minimum, LEPCs must ensure Hazardous Material Plans contain the following elements:<sup>22</sup>

- Identify facilities and transportation routes of extremely hazardous substances

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<sup>20</sup> Local and Interjurisdictional Emergency and Disaster Agencies and Services, MCA 10-3-201

<sup>21</sup> Local Emergency Response Authorities -- Designation, 10-3-1208 and 1209 MCA

<sup>22</sup> Establishment of State Commissions, Planning Districts, and Local Committees 42 U.S. Code § 11001 (Sections 301-303)

- Describe emergency response procedures, on and off site
- Designate a community emergency coordinator and facility coordinator(s) to implement the plan
- Outline emergency notification procedures
- Describe methods for determining when a release occurs and the affected area or population
- Describe local emergency equipment and facilities and the persons responsible for them
- Outline evacuation plans
- Provide a training program for emergency responders (including schedules)
- Provide methods and schedules for exercising emergency response plans

Local Hazardous Material Plans should identify the local resources available for the initial response to an incident, including available private industry resources. Plans should also identify mutual aid agreements that can supplement local resources. As with all incidents, the plan should reflect that the local jurisdiction always remains in charge of an incident.

In addition to hazardous material planning, LEPCs are encouraged to serve as an all-hazards advisory group to assist with emergency preparedness activities and to contribute to the development of county level all-hazard Emergency Operations Plans.

## **Mitigating Hazardous Material Risks**

### **Incorporate Hazardous Material Risks in State and Local Mitigation Plans**

Multi-Hazard Mitigation Plans evaluate the risk of various hazards and the potential risks posed to communities. In addition to the State Multi-Hazard Mitigation Plan, Montana has moved forward with regionalizing the local mitigation plans into 3 regions. This has incorporated the local mitigation plan requirement. If local jurisdictions do not participate in this collaborative effort, they must develop their own individual mitigation plans. Mitigation plans are reviewed annually and updated every five (5) years. Local mitigation plans are reviewed by a local Committee typically designated by the LEPC in each county. Mitigation plans establish a strategy to reduce risks to communities and the environment. Hazardous Materials risks should be included in the analysis and strategy at both the state and local level.

### **Training**

All jurisdictions must ensure local response personnel are appropriately trained to respond to a hazardous material release for the duration of the response in accordance with their local Hazardous Material Plan. This should include, but is not limited to, Hazardous Material Awareness training and ICS training for all involved response agencies.

### **Establish a Regional Hazardous Materials Team**

Local jurisdictions have the option to create and maintain hazardous material response resources that can serve as a Regional Hazardous Materials Team. Each team must meet the qualification standards for personnel, training, and equipment (Appendix B and Appendix C). Qualification standards are developed by the Hazardous Material Technical Advisory Group (HTAG) annually and are provided to the SERC for certification.

Once qualifications are met, the local jurisdiction may enter into a Memorandum of Understanding (Appendix A) with MT DES that identifies the resource as a Regional Hazardous Materials Team. When identified resources are deployed as a Regional Hazardous Materials Teams, they are eligible for reimbursement through the cost-rate agreement that is annually approved by the SERC.

Jurisdictions that host a Regional Hazardous Materials Team must ensure the team remains qualified to support hazardous material response missions that support a jurisdiction responding to an event. Annually, the local jurisdiction will provide MT DES verification that the team has maintained the required equipment and training, as well a list of team members and their qualifications. (Appendix D).

The State of Montana and Regional Hazardous Materials Teams are committed to the principles of integrated emergency management. Command and control functions will use ICS to coordinate response efforts with all responding organizations including the responsible party's authorities and response personnel. Through the ICS system, organizations with a legal or regulatory response role will coordinate together to achieve a comprehensive and efficient response with life and safety of individuals and the environment as a priority.

### **Requesting Additional Support for an Incident.**

#### **Notification of an Incident.**

The local DES Coordinator (or LERA or IC) should notify the MT DES Duty Officer of hazardous material releases that meets reporting thresholds<sup>23</sup> in their jurisdiction as soon as they are made aware of the situation. MT DES will then immediately notify the Department of Environmental Quality (DEQ) and any other appropriate agencies of the reported release.<sup>24</sup> DEQ will follow identified procedures in responding to the incident and also make notifications as required to appropriate state and/or federal agencies.

The MT DES Duty Officer can be reached 24/7 at **406-431-0411**

#### **Technical Assistance.**

If an Incident commander wants technical advice regarding the response to an incident, they should contact the MT DES Duty Officer at 406-431-0411. MT DES can coordinate with Regional Hazardous Materials Team experts, the 83<sup>rd</sup> CST, private industry representatives, or other subject matter experts. Based on this discussion, the jurisdiction may decide to transition to a resource request for on-scene assistance to effectively respond to the incident.

#### **Request Process.**

If the situation exceeds the local jurisdictions' capability to appropriately respond to an incident, a resource request may be made by the local jurisdiction to either neighboring jurisdictions through mutual aid, or to MT DES to request assistance from the state.

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<sup>23</sup> Montana Department of Environmental Quality, Spill Management and Reporting Policy ([https://deq.mt.gov/Files/DEQAdmin/ENF/Documents/SpillPolicy\\_02\\_2016.pdf](https://deq.mt.gov/Files/DEQAdmin/ENF/Documents/SpillPolicy_02_2016.pdf))

<sup>24</sup> Notification of Release, 10-3-1211 MCA

If a jurisdiction is requesting a Regional Hazardous Materials Team or 83<sup>rd</sup> CST from the State, MT DES will coordinate a conference call to discuss the situation and make a determination on how best to proceed. Discussions regarding the deployment of any component of the Regional Hazardous Materials Team or CST will include (at a minimum):

- The on-scene Incident Commander
- Jurisdictional DES Coordinator
- LERA (if appropriate)
- The Regional Hazardous Materials Team (or CST) Supervisor
- The MT DES Administrator or designee

Ordering either/both a Regional Hazmat Team or the CST could have significant costs. As with any request for state assistance, costs for requested resources are the responsibility of the requesting jurisdiction. Therefore, an individual representing the jurisdiction needs to be included in the conference call when determining which resources will be deployed and to make sure the jurisdiction understands their financial responsibilities.

Based on the outcome of the above discussion, MTDES will make the decision whether or not to approve the request for deployment of a Regional Response Team under this plan. If MTDES denies the request, the local jurisdiction may appeal the decision to the Governor.

### **Reimbursement & Cost Recovery**

Costs for deployment of a Regional Response Team under this plan are the responsibility of the requesting jurisdiction having authority where an incident occurred.<sup>25</sup> In the event of a state authorized deployment of a Regional Team, the governor may authorize reimbursement to the Team's host agency from the environmental contingency account<sup>26</sup> for authorized and documented costs associated with the team's response. This is done to provide an expedient method for covering the costs of the Team's host agency for their assistance and to prevent them from bearing the cost of another jurisdiction's incident. Once the responding Regional Team is made whole, the SERC is charged with ensuring "the recovery of state expenditures"<sup>27</sup> from the requesting jurisdiction. State reimbursed costs must be deposited in the environmental contingency account to offset amounts paid as reimbursement.<sup>28</sup>

Requesting jurisdictions are then expected to pursue their own cost recovery under appropriate state and federal statutes from the "Responsible Party" (RP), i.e. the owner or agent of the hazardous material(s) involved in the incident<sup>29</sup>. If no responsible party can be identified (e.g. *orphan material*) costs for Regional Response Team deployments may be covered by the Environmental Contingency Account per MCA 75-1-1101. Clean up costs associated with orphan material will need to be addressed by DEQ.

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<sup>25</sup> Cost Recovery and Civil Remedies, 10-3-1216(6) MCA

<sup>26</sup> Environmental Contingency Account Objectives

<sup>27</sup> Cost Recovery and Civil Remedies, 10-3-1216(2) MCA

<sup>28</sup> Cost Recovery and Civil Remedies, 10-3-1216(8) MCA

<sup>29</sup> Cost Recovery and Civil Remedies, 10-3-1216 MCA

## **Regional Hazardous Materials Team Cost Recovery**

Regional Hazardous Materials Teams must track all expenditures associated with their deployment. All eligible costs of the deployment may be reimbursed according to the rates approved by the SERC. Reimbursement rates are reviewed annually by the HazMat Teams Advisory Group.

Only those costs associated with the deployment of a Regional Hazardous Materials Team, equipment and personnel, as determined, for use outside of the host agency's jurisdiction as approved and agreed upon are eligible for reimbursement. If costs are incurred that are not identified in the approved rates, the submitted costs will be reviewed by MT DES and presented to the SERC to approve or deny a recommendation for payment. Costs associated with 9-1-1 response within a host team's jurisdiction may not be claimed for reimbursement through the SERC. Other federal and state laws, and administrative rules may allow for other means of cost recovery that are not allowable as reimbursable costs under this plan.

Eligible costs must be submitted to the local jurisdiction and to MT DES for review within sixty days of the termination of the response.<sup>30</sup> Once approved by both the local jurisdiction and MTDES, recommendations to pay the reimbursement claim must be made to the governor within ninety days of receipt of the reimbursement claim.<sup>31</sup> The decision of the governor is final and cannot be appealed.<sup>32</sup>

Eligible costs may include:

- Responding personnel's time during the duration of deployment
- Eligible backfill of deployed personnel
- All travel during the duration of deployment by recording mileage
- Equipment and supplies used
- Lodging and per diem rates

Costs that are submitted for reimbursement must be accompanied by documentation which includes:

- Original receipts
- Mileage records
- Equipment logs
- Personnel time logs
- Host agency lodging and per diem rates

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<sup>30</sup> Right to Reimbursement, 10-3-1214 (3) MCA

<sup>31</sup> Deficiency Warrants for Reimbursement of Response Costs, 10-3-1215

<sup>32</sup> *ibid*

## ***Section IV Plan Maintenance***

The SERC Steering Committee will review this document annually to ensure it is current and accurate. The SERC approves this document upon recommendations and major updates. The goals of the review include:

- Ensure overall plan accuracy
- Address and resolve policy, methodology, and technological issues
- Coordinate with related plans, procedures, and protocols

Minor corrections, edits, updates, or adjustments that do not impact procedures or roles and responsibilities do not need vetting by a review group. Those changes, however, should be tracked in a versioning method or in the Record of Change log which can be updated by MT DES.

## Appendix A

### Memorandum of Understanding Between

Montana State Emergency Response Commission and **Regional Hazardous Material Response Team (Regional Hazmat Team) host jurisdiction**

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1. Parties: The parties to this Memorandum of Understanding (MOU) are the State Emergency Response Commission (SERC) and the **host jurisdiction of a Regional Hazardous Material Response Team (Regional Hazmat Team)**, hereafter referred to collectively as “Parties” and individually as “Party”.
2. Authority: This MOU is authorized under Montana Code Annotated Title 10-3-1204 (3)
3. Purpose: The purpose of this MOU is to identify the terms as related to the deployment of Regional Hazmat Team to a suspected hazardous materials incident.
4. Regional Hazmat Team Certification: Host jurisdiction will annually certify training and equipment standards are met in accordance with the State of Montana Hazardous Material Plan (Hazmat Plan) and are able to respond to a hazardous material incident outside the jurisdiction, if requested.
5. Deployment Procedures: Requests for assistance from the Regional Hazmat Team for a hazardous materials incident will follow the request process of the State of Montana Hazardous Material Plan (Hazmat Plan).
  - a. Regional Hazmat Team will dispatch equipment and personnel, as determined, for use outside the host agency’s jurisdiction as approved and agreed upon between the parties.
  - b. The rendering of assistance under the terms of this MOU shall not be mandatory. If the Regional Hazmat Team is unable to respond to a request, the team will notify Montana Disaster and Emergency Services (MT DES) as to why assistance cannot be rendered.
6. Costs: MT DES, as the administrative agency of the SERC, will reimburse, upon SERC approval, the Regional HazMat Team according to the requirement of Montana Code Annotated 10-3-1214 and the procedures for Regional Hazmat Team Cost Recovery as established in the Hazmat Plan. Nothing in this MOU shall be construed as to prevent

the SERC from seeking reimbursement and damages from third parties.

7. Other Provisions

- a. Nothing in this MOU is intended to restrict the authority of any party to act as provided in statute or regulation, conflict with current law or regulation or the directives of the SERC or Regional HazMat Teams jurisdiction. If a term of this MOU is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this MOU shall remain in full force and effect.
- b. Each party is responsible for compliance with applicable federal, state, tribal, and local laws and regulations.

8. Effective Date: This MOU is effective on the date the MOU is signed by both Parties.

9. MODIFICATION: This MOU, upon execution, may be modified only upon the mutual written consent of the Parties.

10. TERMINATION: The terms of this MOU, as modified with the mutual written consent of both Parties, will remain in full force and effect until terminated by either party. Either party may terminate this MOU upon thirty (30) days written notice or Regional Hazmat Team not providing annual certification of personnel and equipment.

\_\_\_\_\_  
Authorized Agency Chief  
Title:  
City/County of

Date Signed:

\_\_\_\_\_  
Brett C. Lloyd, CEM®, MEP, MCP  
Chair  
State Emergency Response Commission

Date Signed:

## Appendix B

### Regional Hazardous Materials Team Standard Equipment

**Scope:** These standards are applicable to the Regional Hazmat Teams to assure consistency in capabilities when deployed. These standards are reviewed and agreed upon by the Hazmat Committee of the SERC, which includes Regional Hazmat Team representation.

**Purpose:** This standard specifies minimum hazardous material equipment requirements for regional teams involved in mitigating hazardous material related activities. These standards are not intended to restrict jurisdictions from exceeding these minimum equipment standards. It is the intent for a full mobilization of a Regional Hazardous Materials Response Team that this minimum equipment will be available for response.

#### Reference Materials:

Combination of both hardcopy and software-based references appropriate for researching CBRNE materials physical characteristics and hazards. These may include, but are not limited to:
NFPA Fire Protection Guide on Hazardous Materials Condensed Chemical Dictionary
A Farm Chemical Reference Book (Farm Chemical Handbook, AG Products Safety Manual) CHRIS Manual, Volumes 1, 2, & 3
Merck Index - current edition
Emergency Care for Hazardous Materials Exposure or HAZMAT Injuries ACRR HAZMAT Spill Control
NIOSH Pocket Guide to Chemical Hazards
DOT Emergency Response Guide "ERG"
"Janes" Chem-Bio handbook

#### Protective Clothing Equipment (NFPA-NIOSH-OSHA approved):

4 - Flash Protection suits 8 - Level "A" suits	Cryogenic gloves
Hard Hats	Chemical resistant boots
Vinyl Boot Covers	Neoprene Boot Covers
Latex Boot Covers	Butyl Rubber Boot Covers
Fire Boots	Butyl Rubber Gloves
Viton Rubber Gloves	Nitrile Rubber Gloves
PVC/Nitrile Gloves Neoprene Gloves	Silvershield HAZMAT Gloves
4 - Approved Self-Contained Breathing Apparatus (SCBA)	6 - 1-hour spare bottles for SCBA

**Spill/Leak Control Equipment:**

Chlorine kit "A"	Access to a Chlorine "B"& Chlorine "C" kit
Adsorbent booms and sheets	2 Dome Clamp set
Plug/Patch Kits	Plug dike
PVC pipe - assorted sizes	Assorted Plumbing adapters
Non-sparking barrel pump	Funnels - assortment
55 & 85 Gallon over pack drums	Midland Kit

**Monitoring Equipment:**

Binoculars	Gas detection monitors (4 gas minimum)
Extension probes	PH Paper
Radiation detector and monitor PCB Kit	Spill-Father Chemical Classifier Weather Station
Mercury Spill Kit	Heinz 5 step Field Identification Kit

**Tools:**

Non-sparking tool kit	Standard tool kit
Shovel, round point and square point	Regular and non-sparking Bung wrench
Non-sparking pipe wrenches	Non-sparking push broom
Poly broom	Plastic dustpans Squeegee
Dolly	Pinch or crowbar non-sparking Sledgehammer, 8 lb.
24" bolt cutter drum lifters	

**Decontamination Equipment:**

Acid neutralizer	Caustic neutralizer
Solvent neutralizer	Plastic sheeting
Disposable trash bags	Salvage Covers
Eyewash kit	Disposable latex gloves
Trash cans	Bleach
Vinegar	Ammonia
Soap Disinfectant	Scrub brushes with handles
Plastic pails	Disposable coveralls with booties and hoods
Wash, rinse and containment system	

**Communications/ Command Equipment:**

Portable Radios, 5 Watt – Programmable,	Batteries
Chargers	Belt Clips
Cellular phones	

**Computer Equipment:**

PC of choice – Compatible with Regional Teams 9600 baud or greater modem
Portable printer
Portable Fax
Cameo/Aloha Software

## Appendix C

### Regional Hazardous Materials Team Qualifications Requirements

The Montana Safety Culture Act at 39-71-1501, MCA requires all employers to provide training and education to make safety awareness part of the requirement for each worker's satisfactory job performance. Education-based safety program requirements found at 24.30.2501, Administrative Rules Montana (ARM) must include, in part, information on accident and hazard reporting procedures; emergency procedures; fire safety; first aid; personal protective equipment; and work site hazards.

The state also requires certain positions to receive Hazardous Waste Operations and Emergency Response 'HAZWOPER' training compliant with OSHA standard 29 CFR Part 1910.120. This federal law is recognized by the Montana and requires state and local workers that are exposed to or handle hazardous materials to receive HAZWOPER training at a level required by their job function and responsibility before they are permitted to engage in hazardous waste operations that could expose them to hazardous substances.

The **First Responder Hazmat Operations** level is for those personnel who respond on-site to hazardous materials releases (or potential releases). With Operations level training, an individual should be prepared to take necessary defensive actions to protect people, property, and the environment from the effects of a release. The State of Montana recommends that all fire fighters, any law enforcement officer, emergency management, emergency medical, health or environmental personnel or anyone else who may respond to a hazardous materials incident should be trained to the First Responder Hazmat Operations level.

**Hazardous Materials Technician and Specialist** level training is for those personnel who attempt to stop a release of hazardous materials. This training is required for hazardous materials response teams. It is the state's recommendation that fire departments that have identified a serious hazardous materials risk within their jurisdiction train several members of their organization to the technician level, with specialist support if possible.

Individuals who may be called upon to serve as **Incident Commander** for a response beyond the awareness level are required to have special knowledge and training in the ICS. The State of Montana recommends that the Local Emergency Operations Plan identify qualified local hazardous materials Incident Commanders to manage hazardous materials incidents in the county. These might include a fire chief, county sheriff, emergency services director, or others as appropriate to the county.

**The following training levels are defined 29 CFR 1910.120:**

**TRAINING LEVELS** Training shall be based on the duties and function to be performed by each responder of and emergency response organization. The skill and knowledge levels required for all new responders, those hired after the effective date of this standard, shall be conveyed to them through training before they are permitted to take part in actual emergency operations at an incident. Employees who participate, or are expected to participate, in emergency response, shall be given training in accordance with the following paragraphs:

**FIRST RESPONDER HAZMAT AWARENESS LEVEL** First responders at the awareness level are individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. They would take no further actions beyond notifying the authorities of the release. First responders at the awareness level shall have sufficient training or have had sufficient experience to objectively demonstrate competency in the following areas:

- (A) An understanding of what hazardous materials are, and the risks associated with them in an incident.
- (B) An understanding of the potential outcomes associated with an emergency created when hazardous materials are present.
- (C) The ability to recognize the presence of hazardous material in an emergency.
- (D) The ability to identify the hazardous materials, if possible.
- (E) An understanding of the role of the first responder awareness individual in the employer's emergency response plan including site security and control and the
- (F) U.S. Department of Transportation's Emergency Response Guidebook.
- (G) The ability to realize the need for additional resources, and to make appropriate notifications to the Coordination center.

**FIRST RESPONDER HAZMAT OPERATIONS LEVEL** First responders at the operations level are individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. They are trained to respond in a defensive fashion without actually trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading, and prevent exposures. First responders at the operational level shall have received at least eight hours of training or have had sufficient experience to objectively demonstrate competency in the following areas in addition to those listed for the awareness level and the employer shall so certify:

- (H) Knowledge of the basic hazard and risk assessment techniques.
- (I) Know how to select and use proper personal protective equipment provided to the first responder operational level.
- (J) An understanding of basic hazardous materials terms.
- (K) Know how to perform basic control, containment and/or confinement operations within the capabilities of the resources and personal protective equipment available with their

unit.

- (L) Know how to implement basic decontamination procedures.
- (M) An understanding of the relevant SOP procedures and termination procedures.

**HAZARDOUS MATERIALS TECHNICIAN** Hazardous materials technicians are individuals who respond to releases or potential releases for the purpose of stopping the release. They assume a more aggressive role than a first responder at the operations level in that they will approach the point of release in order to plug, patch, or otherwise stop the release of a hazardous substance. Hazardous materials technicians shall have received at least 24 hours of training equal to first responder operations level and in addition have competency in the following areas and the employer shall so certify:

- (N) Know how to implement the employer's emergency response plan.
- (O) Know the classification, identification and verification of known and unknown materials by using field survey instruments and equipment.
- (P) Be able to function within an assigned role in the Incident Command System.
- (Q) Know how to select and use proper specialized chemical PPE provided to the hazardous materials technician.
- (R) Understand hazard and risk assessment techniques.
- (S) Be able to perform advance control, containment, and/or confinement operations within the capabilities of the resources and PPE available on the unit.
- (T) Understand and implement decontamination procedures.
- (U) Understand termination procedures.
- (V) Understand basic chemical and toxicological terminology and behavior.

**HAZARDOUS MATERIALS SPECIALIST** Hazardous materials specialists are individuals who respond with and provide support to hazardous materials technicians. Their duties parallel those of the hazardous materials technician, however, those duties require a more directed or specific knowledge of the various substances they may be called upon to contain. The hazardous materials specialist would also act as the site liaison with Federal, state, local and other government authorities in regard to site activities. Hazardous materials specialists shall have received at least 24 hours of training equal to the technician level and in addition have competency in the following areas and the employer shall so certify:

- (W) Know how to implement the LEOP
- (X) Understand classification, identification and verification of known and unknown materials by using advanced survey instruments and equipment.
- (Y) Knowledge of the state emergency response plan.
- (Z) Be able to select and use proper specialized chemical PPE provided to the hazardous materials specialist.
- (AA) Understand in-depth hazard and risk assessment techniques.
- (BB) Be able to perform specialized control, containment, and/or confinement operations within the capabilities of the resources and PPE available.
- (CC) Be able to determine and implement decontamination procedures.
- (DD) Understand chemical, radiological and toxicological terminology and behavior.

**ON-SCENE INCIDENT COMMANDER** ICs, who will assume control of the incident scene beyond the first responder awareness level, shall receive at least 24 hours of training equal to the first responder operations level and in addition have competency in the following areas and the employer shall so certify:

- (A) Know and be able to implement the employer's ICS.
- (B) Know how to implement the employer's emergency response plan.
- (C) Know and understand the hazards and risks associated with employees working in chemical protective clothing.
- (D) Knowledge of the state emergency response plan and of the Federal Regional Response Team.
- (E) Know and understand the importance of decontamination procedures.

## Appendix D

### Regional Hazardous Materials Team Certification Template

**Date:**

**To:** Montana State Emergency Response Commission (SERC)

**Attn:** Brett C. Lloyd, MT SERC Chair

**Cc:** Justin Webster, SERC Admin; Amanda Avar, HazMat Teams Grant Liaison

**Re:** Jurisdiction/Agency Name Hazardous Materials Incident Response Team Letter of Certification.

**Purpose:**

The purpose of this document is to request a two-year authorization for the Jurisdiction/Agency Name Hazardous Materials Incident Response Team (HMIRT) by providing certification documentation of training and qualifications of personnel in accordance with the *State of Montana Hazardous Materials (HazMat) Plan*. This document also certifies that all equipment received through the State of Montana in accordance with the HazMat Plan is in operable condition.

**Procedure:**

In accordance with the HazMat Plan, teams will provide a letter verifying the team following established qualifications, equipment, training standards and maintains an up-to-date list of all team members and their qualifications.

- ◆ The person(s) responsible for certifying the members of the Jurisdiction/Agency Name HMIRT is Name/Title/Agency.
- ◆ Documentation of the members and their Certifications of Training of the Jurisdiction/Agency Name HMIRT are kept on file in the Records Location/Agency.
- ◆ Name/Title/Agency will annually provide the Montana SERC a list of all the employees that are certified as “Hazardous Materials Technicians” and are members of the Jurisdiction/Agency Name HMIRT as well as any other team members and their relevant certification. Any changes to the department’s list of members will be submitted via email to the SERC Chair within 45 days of the change to their roster.

**Training Requirements:**

In accordance with the Montana HazMat Plan, Jurisdiction/Agency Name has complied with the performance criteria established by 29 CFR 1910.120 (q) and the National Fire Protection Association (NFPA) Standards 471 and 472 for response operations that meet the scope of 29 CFR 1910.120 (a)(1)(v) “*emergency response operations for releases of, or substantial threats of releases of, hazardous substances without regard to the location of the hazard*” by training all

team members to the appropriate skill and knowledge level based on the duties and functions they are to perform as part of the team.

**Certification Of Training:**

Pursuant to Title 29 of the Code of Federal Regulations (CFR), Part 1910.120, Section (q)(6) all Jurisdiction/Agency Name HMIRT members have completed the required courses of instruction for their indicated skill level.

---

Signature/Title

---

Date

**Certification Of Equipment:**

Per the agreement for Assignment of Title and Use of Equipment, the equipment received through the State of Montana for the Jurisdiction/Agency Name HMIRT has been maintained and is in operable condition.

---

Signature/Title

---

Date

**Attachment:**

- ♦ Jurisdiction/Agency Name HMIRT Roster

## **Jurisdiction/Agency Name HMIRT Roster**

(\*You may attach your own table as long as it includes the following information at a minimum.)

	First Name	Last Name	Qualification Level
1.			Hazmat Technician
2.			Hazmat Technician
3.			Hazmat Technician
4.			Hazmat Technician
5.			Hazmat Technician
6.			Hazmat Technician
7.			
8.			
9.			
10.			
11.			
12.			
Use attached pages for additional team members			

## Appendix E

### HAZMAT DEPLOYMENT RATES

#### FOR REGIONAL HAZMAT TEAMS

For the Period of

**December 1<sup>st</sup>, 2024 – November 30, 2026**

Reimbursable Item	RATE	Comments
Tow Vehicle	\$110.00/DAY \$1.25/mile	Based on GVW of 21,000+
Hazmat Trailer	\$220.00/DAY	Includes on board Communications and Generator Expenses
Hazmat Trailer Equipment to include consumable supplies	Actual Replacement Costs	-Equipment and supplies per the State Hazmat Response Plan -Documentation of valuation required
Sport Utility Vehicle, ½ Ton	\$58.00/DAY and mileage	Mileage reimbursed on the Federal IRS rate at time of deployment
Sport Utility Vehicle, ¾ Ton (+)	\$65.00/DAY and mileage	Mileage reimbursed at the Federal IRS rate at time of deployment
ALS Ambulance	\$66.00/hour and mileage	Vehicle only/no personnel in cost rate; mileage reimbursed at the Federal IRS rate at time of deployment
Hazmat sUAS	\$60.00/day	sUAS operational cost only, pilot cost in personnel rate as team member
DEQ 12' and 14' Trailer	\$100.00/day	Containment boom and spill response equipment
DEQ 18' and 20' Trailer	\$150.00/Day	Containment boom and spill response equipment
DEQ Trailer(s) Equipment to include consumable supplies	Actual Replacement Costs	Documentation of valuation required
Equipment Not Listed Above	NRCG RATES	Authorized and deployed in support of Hazmat Teams
<b>PERSONNEL/PER DIEM COSTS</b>	<b>RATE</b>	<b>COMMENTS</b>

Rostered Member Hazmat Team	\$67.07 / Hour	
Backfill for Member Hazmat Team	Actual Backfill Cost	Includes overtime and benefits associated
PER Diem – Food	Regional Hazmat Team Department Rates	Variance by prior DES approval only
Lodging	Regional Hazmat Team Department Rates	Variance by prior DES approval only

## Appendix F

### Regional Hazmat Response Checklist #1

If contacted by an individual/agency requesting assistance

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- ☐ Request the contact person's name, agency, phone number, email, and incident location.
- ☐ Has the local response agency been notified? If not, do this immediately.
- ☐ The local jurisdiction's Incident Commander (IC) must contact the State Duty Officer at 1-406-431-0411.
- ☐ Upon receipt of the local IC's call, the State Duty Officer will utilize the Hazardous Materials Site Reference Sheet to determine if a call to the nearest Regional Hazmat Team is warranted.
- ☐ If appropriate, the State Duty Officer shall, at a minimum, set up a conference call between the local IC, a technician from the nearest Regional Hazmat Team, and the Montana DES approving authority.
- ☐ If the decision is made to activate a Regional Hazmat Team, and with direct authorization from the Governor's Office, Regional Hazmat Team personnel will be dispatched in accordance with the State Hazmat Plan and State Hazmat Team Standard Operating Guidelines and their agency's protocols. The name of the State Official specifically authorizing a regional team deployment and reimbursement must be documented.

## Regional Hazmat Response Checklist #2

If contacted by the State Duty Officer requesting a *conference call* between a local Incident Commander (IC) and the Regional Hazmat Team for the purposes of phone-based technical assistance.

---

- ☐ Obtain the Duty Officer's name, the local Incident Commander's (IC) name and agency, phone number, email, and incident location.
- ☐ Inform the State Duty Officer if a hazmat technician is available or if one will have to be recalled. Coordinate a conference call between Montana DES, the local IC, the designated hazmat technician, and the on-duty BC.
- ☐ Advise the designated hazmat technician or duty crew. Recall additional personnel, if necessary, prior to the conference call.
- ☐ Upon setting up a conference call, notify the Fire Chief, or their designee, regarding a pending Regional Hazmat Team deployment.
- ☐ Capture all pertinent information from the conference call in writing. Have 9-1-1 Center start an incident number and add the narrative from the conference to the fire report, even if the conference call and technical assistance (TA) are the only outcomes from the phone call.
- ☐ If the decision is made to activate a Regional Hazmat Team, go to Checklist 3.

### Regional Hazmat Response Checklist #3

If contacted by the State Duty Officer requesting the deployment of the Regional Hazmat Team for the purposes on scene response to a hazmat incident outside of their jurisdiction with whom a mutual aid agreement does not exist.

---

☐

Verify that Montana DES has approved Regional Team deployment and subsequent reimbursement. Notify the Fire Chief or their designee about the pending Regional Team deployment.

☐

Discussion with the Duty Officer and the local Incident Commander (IC) should clarify the type of response. Determine if:

- An advance team (ADVON) is needed to respond immediately to ascertain the needs for additional response. The advance team should include a minimum of three technicians with minimal PPE and detection equipment for the purpose of site characterization and equipment, verification of working local incident command system, local resources, and future needs.
- The number of personnel, equipment, length of duration, and other specific resources for a MAIN BODY response.
- The total callout of all available team technicians, department operations-qualified personnel, or specific resources such as SCBA technicians, Toxmedics, UAS pilots, or technical rescue.

☐

Ensure that a “Hazardous Materials Site Reference Sheet” (attached) is completed by the on-duty BC and senior officer leading the deployment. All requirements or deficiencies- and the solution to these deficiencies- must be addressed prior to deployment.

☐

Advise the State Duty Officer and local IC that the necessary personnel are being alerted. Provide an estimated departure time and arrival time. Advise them of any local needs/expectations (Food, lodging, ALS ambulance, Water supply, local operations-qualified personnel, etc.). Ensure that all contact information is available so that an update can be sent out at time of team deployment.

- ☐ Obtain final confirmation that a regional team deployment is approved through Montana DES. Document name, title/rank, date, and time of State Official approving regional team deployment. Confirm deployment approval with Fire Chief/designee.
  
- ☐ Launch team. Confirm all purchases, expendables, hours, equipment burn, and any related expenses are being tracked by the team leader for reimbursement post-response.

## Hazardous Materials Site Reference Sheet

---

1. Local Incident Commander (IC) and lead agency\_\_\_\_\_

2. IC must provide the following:

a. Caller Name and call-back number\_\_\_\_\_

b. Incident Jurisdiction\_\_\_\_\_

c. Location of Incident (Physical address, what three words, GPS, Mile  
Marker etc. \_\_\_\_\_

d. Meetup point or safe route to incident site/escort\_\_\_\_\_

e. Radio channel or frequency to establish communications (VHF color  
channel preferred. \_\_\_\_\_

3. Regional Response Team Leader needs:

➤ Material UN/CAS ID# or name\_\_\_\_\_

➤ Physical State (solid, liquid, gas) and other observable properties\_\_\_\_\_

---

➤ Size of container/quantity involved\_\_\_\_\_

➤ Size of leak\_\_\_\_\_

➤ Rate of leak\_\_\_\_\_

➤ Actions currently underway\_\_\_\_\_

- Responsible Party or orphan material? \_\_\_\_\_
- Jurisdictional needs that the RRT can support (paramedics), mass transit, PIO, etc. \_\_\_\_\_
- Is an ALS ambulance available dedicated to the hazmat team? \_\_\_\_\_
- Current Weather conditions and environmental conditions (rural, urban, near waterway, etc.) \_\_\_\_\_
- Local jurisdiction capabilities (operations trained personnel, decon equipment, water tender, etc.) \_\_\_\_\_
- Cause of incident if known? \_\_\_\_\_
- IC structure in place by local jurisdiction \_\_\_\_\_



Appendix G  
Montana Regional HazMat Teams  
Reimbursement Summary Form

Event:

Requesting Jurisdiction:  Date(s) of Incident:

Assisting Agency:

Incident Number #:

Location:  Completed By:

Copies of all source documentation to support expenses in this claim are attached (please select):

IMPORTANT NOTE: Please do not manually fill in cost fields below. They are calculated and populated from other sections.

Personnel Costs			
Total Regular Hours	\$ -	Total Regular Fringe	\$ -
Total Overtime Hours	\$ -	Total Overtime Fringe	\$ -
Total Backfill Hours	\$ -	Total Backfill Fringe	\$ -
Total Holiday Pay Hours	\$ -	Total Holiday Pay Fringe	\$ -
Total Compensatory Hours	\$ -	Total Compensatory Fringe	\$ -
		<b>Total Personnel Costs</b>	<b>\$ -</b>
Travel Costs			
Meals: Per Diem	\$ -	Meals: Receipt	\$ -
Lodging	\$ -	Parking/Tolls	\$ -
Vehicle Daily Costs	\$ -	Vehicle Mileage and Fuel	\$ -
		<b>Total Travel Costs</b>	<b>\$ -</b>
Equipment Costs			
Equipment by Rate	\$ -	Equipment Repair/Replacement	\$ -
		<b>Total Equipment Costs</b>	<b>\$ -</b>
Commodity Costs			
		Total Commodity	\$ -
		<b>Total Commodity Costs</b>	<b>\$ -</b>
Other Costs			
Other by Rate	\$ -	Other by Quantity	\$ -
		<b>Total Other Costs</b>	<b>\$ -</b>
<b>Total Reimbursement</b>			<b>\$ -</b>
<b>Total Donated</b>			<b>\$ -</b>

Comments

REIMBURSEMENT PACKAGE CERTIFICATION

By signing below, you the authorized official of the Assisting Agency, certify that the totals for each category/claim represents the actual costs expended in performance of the requested services and that all expenditures were made in accordance with the State HazMat Plan and your pre-existing policies. You also certify that all accompanying support to the claim is source documentation and shall be considered accurate and complete.

Certified and Authorized By:

Print Name Title Date

Signature

# INCIDENT INFORMATION WORKSHEET

## Incident Information - Spiller Information

Incident #:

Spiller Name:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip:	<input type="text"/>
Telephone #:	<input type="text"/>
POC Email:	<input type="text"/>

Response Entity Name:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip:	<input type="text"/>
Telephone #:	<input type="text"/>
POC Email:	<input type="text"/>

# INCIDENT INFORMATION WORKSHEET

## Incident Information - Narrative

Incident Summary:	
Call out:	
CBRNE Hazards:	
Actions Taken:	

[illegible]

## Time Sheet

[illegible]

**Benefits (IF applicable)**

*Enter in the below cells the benefit type or description*

[illegible]

## Meals Per Diem

[illegible]

## Meals Receipt

[illegible]

## Lodging

[illegible]

## Parking & Tolls

[illegible]

## Vehicle

[illegible]

### Equipment Rate

**Dates/Hours used each day**

[illegible]

Total Hours	Equipment Rate	Total Cost for Equipment by Rate	Dates/Hours used each day																			
			Operator First Name	Operator Last Name	Equipment Description Indicate make & model, fleet number, size, capacity, horsepower, etc.	Rate Type (state, jurisdiction, FEMA)	FEMA Equip. Code #	6/1/21	6/2/21	6/3/21	6/4/21	6/5/21	6/6/21	6/7/21	6/8/21	6/9/21	6/10/21	6/11/21	6/12/21	6/13/21	6/14/21	6/15/21
0.00		\$ -																				
0.00		\$ -																				

## Equipment Repair & Replace

[illegible]

## Commodities

[illegible]

### Other Rate

### Dates & Rate

[illegible]

## Other Quantity

[illegible]