

LANCASTER COUNTY

Emergency Management Agency and Public Safety Training Center

HazMat Local Level Training Request Form Instructions

The Lancaster County Emergency Planning Commission (LEPC) and the Lancaster County Public Safety Training Center (LCPSTC) have again partnered to sponsor HazMat training tuition costs to the county emergency services (textbooks and expendable items are not included). As long as an accredited Educational Training Agency (ETA) is used and the minimum number of students is attained, LEPC / LCPSTC will absorb the student tuition costs and file the necessary course application on behalf of your organization. All you have to do is complete the attached form and submit it to LCPSTC Fire Training Coordinator.

1. Please complete the Host Agency Name and Address and provide a Facility Contact including phone number and email address.
2. Course section; Check-mark the desired program. (Please use one form for each program)
3. Dates(s) and Time; List the desired dates as well as the starting time of the first day if more than one day is necessary.
4. Educational Training Agency Section; Check your organizations preference. The LCPSTC will file the appropriate course paperwork. If *No Preference* is checked, the ETA selected will be at the discretion of the LCPSTC Fire Training Coordinator.
5. Instructor Information
 - a. If you have not located an instructor, the LCPSTC will attempt to locate an instructor for the desired dates and times listed. The desired dates and times are not guaranteed.
 - b. If you have contacted an instructor and coordinated and confirmed dates and times with him/her, please check this line and provide the instructor name.
6. Sign/Date the Form and submit it to the LCPSTC Fire Service Training Coordinator electronically or by mail.
7. The LCPSTC will file the information to the appropriate ETA and confirm program delivery with the Facility Contact.
8. Your organization will not be required to complete any other paperwork **nor will it be invoiced for the program unless student minimum counts are not met, or the course completion paperwork is not submitted to the fire training coordinator in a timely manner as defined in #13.**
9. Please complete the form in full to avoid discrepancies or delays in scheduling a class.
10. Please note that the minimum student attendance is 10. Also, the maximum student count shall be set by the ETA and/or any other governing agency having authority to do so.
11. This form should be submitted **no less than six-weeks before the desired start date of the class.** This is especially important if your organization has not contacted an instructor.
12. ***Each class sponsored through this program are considered an open class; meaning it will be listed on various platforms with the local point of contact for interested parties to communicate with for space availability. Rosters (sign-up sheets) to monitor space for these programs will be maintained by the hosting agency. The LCPSTC will not compile or maintain student availability rosters for these programs.***
13. ***It is the responsibility of the local point of contact AND the instructor to submit a final student attendance report to the Fire Training Coordinator at the LCPSTC within three days of course. This is necessary to support funding and reporting requirements.***

LANCASTER COUNTY
Emergency Management Agency and Public Safety Training Center
HAZ MAT LOCAL LEVEL TRAINING REQUEST FORM

Host Agency: _____

Address: _____

Facility Contact: _____
Name (Please Print) Phone Number

Email Address for Public Publishing

NOTE: Submitting this form acknowledges that the hosting agency will abide by all parameters listed on the instruction form including post-class attendance reporting. A fire department failing to submit the attendance report criteria will be invoiced for the course costs.

Course (Check-mark the Desired Program) – Complete separate form for each program desired.

Haz Mat Awareness (HMA) (6 hours)

Haz Mat Awareness Refresher (HMAR) (2 hours)

Haz Mat Operations (HMO) (32 hours)

Haz Mat Operations Refresher Identify Hazards & Containers (HMOR-A) (6 hours)

Haz Mat Operations Refresher ICS & WMD (HMOR-B) (6 hours)

Haz Mat Operations Refresher Initial Response & PPE (HMOR-C) (6 hours)

Haz Mat Operations Refresher Product Control & Emergency Decon (HMOR-D) (6 hours)

NOTE: **Minimum** Number of 10 students needed to conduct any program listed above.

Maximum Set by ETA, typically 30

*** - **Textbooks and expendable items are not included.** These items are the responsibility of the host (fire department) agency.

Date(s) / Times: Start Date: _____ End Date: _____
(List all dates for the program if applicable)

Start Time (First Day): _____

End Time: _____

Educational Training Agency (ETA) Preference

LCPSTC Foundation

HACC

Instructor Information

Locate an instructor

Instructor Contacted and Dates Confirmed by Host Agency

(Instructor Name: _____)

Today's Date: _____

Email it to kweber@lanastercountypa.gov
or mail to LCPSTC c/o Ken Weber, 101 Champ Blvd., Manheim PA 17545