



Homeland Defense Equipment Reuse Program *HPS Volunteer Training*

June 21, 2002

HPS Support to HDER Program Pilot Project

I. Overview

The overall goal of the Homeland Defense Equipment Reuse (HDER) Program is to provide surplus radiological detection instrumentation and other equipment, as well as training and long term technical support, to emergency responder agencies nationwide to enhance their domestic preparedness capabilities. The HDER Program Pilot Project is intended to validate the programmatic and management aspects of the broader program prior to its implementation.

The U.S. Department of Justice, Office of Justice Programs, Office for Domestic Preparedness (ODP) is providing a grant to the Health Physics Society (HPS) to support the HDER Program Pilot Project. The funding provided to HPS through this grant will be used to cover the costs of training HPS volunteers designated to support the HDER Program Pilot Project, as well as for: 1) costs associated with the annual calibration and basic maintenance of equipment provided to emergency responder agencies through the HDER Program Pilot Project; 2) costs associated with the provision of hands-on refresher training to emergency responder agencies participating in the HDER Program Pilot Project; and, 3) costs associated with serving as a local source of expertise for questions from emergency responder agencies participating in the HDER Program Pilot Project.

Allowable HDER Pilot Project support costs include reimbursement for travel costs (mileage related to the use of personal vehicles, parking, tolls, subsistence, etc.), communications costs (telephone, fax, etc.), and equipment procurement (batteries, check sources and other items necessary to support calibration and maintenance of HDER Pilot Project equipment).

Coordination of HPS support to the HDER Pilot Project, including application for and management of the grant, reimbursement of local chapter expenses, coordination of local chapter support and all financial and programmatic record keeping and reporting to the U.S. Department of Justice, will be the responsibility of the Society's Executive Secretariat located in McLean, Virginia. To support the HDER Program Pilot Project, the HPS Executive Secretariat will engage the services of its local chapters in each of the ten major metropolitan areas selected for support. The participating chapters will include: **1) Greater New York; 2) Southern California; 3) Midwest; 4) Baltimore-Washington; 5) Northern California; 6) Delaware Valley; 7) New England; 8) Great Lakes; 9) North Texas; and, 10) South Texas.**

Following the receipt of the required training, each of the participating local HPS chapters will initiate contact with the designated State Administrative Agency (SAA) official using information provided by ODP. The local chapter will discuss the availability of the following services with the SAA official: 1) annual calibration and basic maintenance for equipment provided to emergency responder agencies through the HDER Pilot Project; 2) hands-on refresher training to emergency

responder agencies participating in the HDER Pilot Project (this service will be provided only after the jurisdiction has received initial training through the Domestic Preparedness Equipment Technical Assistance Program); and, 3) availability of chapter members to serve as a local source of expertise for questions from emergency responder agencies participating in the HDER Pilot Project.

If service is requested, the local chapter will develop a formal plan and time line for its delivery with the SAA official, and furnish this information to the HPS Executive Secretariat for provision to ODP. If service is not requested, the local chapter will also furnish this information to the HPS Executive Secretariat for provision to ODP. As services are delivered, each local chapter will request reimbursement for allowable costs from the HPS Executive Secretariat. The HPS Executive Secretariat will review these requests to ensure that all costs are allowable, and then reimburse the local chapter from the grant.

II. Additional Information - Equipment Calibration and Maintenance

As noted in Section 1, local HPS chapters may recover costs associated with the annual calibration and basic maintenance of equipment supplied through the HDER Program Pilot Project (including batteries, check sources and spare parts), through the grant. The Oak Ridge National Recycle Center (TORNRC) maintains a substantial inventory of spare parts for many of the equipment items being supplied to local responder agencies as part of the HDER Program Pilot Project. Local HPS volunteers supporting the HDER Program Pilot Project are encouraged to make use of this resource should spare parts be required. Parts will be made available by TORNRC at no cost, although shipping and handling charges will apply.

TORNRC Contact Information:

*J. Don McFarland
The Oak Ridge National Recycle Center (TORNRC)
(865) 241-3525
Email: jdm1@tornrc.com*

Should a spare part not be available through TORNRC, ODP is also providing the attached contact list for major vendors of radiation detection instrumentation.

III. Additional Information - Refresher Training

As noted in Section 1, local HPS chapters may assist HDER Program Pilot Project participants by conducting refresher training on the equipment they received through the program. ***Under the terms of the grant, local HPS chapters may perform this service only after the participating jurisdiction has first received training through the Domestic Preparedness Equipment Technical Assistance Program (DPETAP).*** Representatives of the local HPS chapter will be invited to attend the DPETAP training and will be provided with the course materials following its completion. These materials should be used as the basis for conducting any follow-on refresher training. DPETAP instructors will also ensure that the HPS volunteers in attendance are recognized, and that sufficient time is provided following the training for any questions they may have to be answered.

IV. Additional Information - Serving as a Local Source of Expertise

To assist HPS chapters in acting as a local source of expertise, ODP is providing copies of a National Council on Radiation Protection and Measurements (NCRP) report entitled *Management of Terrorist Events Involving Radioactive Material*. NCRP generously donated copies of this report to support the HDER Program Pilot Project. Additional copies of this report may be purchased from NCRP. Information on this process may be obtained from the NCRP web site at <http://www.nrc.nrcrp.com>, or by telephone (800-229-2652) or fax (301-907-8768). The NCRP mailing address is:

*NCRP Publications
7910 Woodmont Avenue
Suite 800
Bethesda, Maryland 20814-3095*