

**Adams and Jefferson County Hazardous Response Authority
FIELD OPERATING GUIDELINES**

ADMINISTRATIVE

F.O.G. #: 110

DATE: October 19, 2018

CATEGORY: Cost Recovery

PAGES: 2

I. Purpose:

- A. To define the process of cost recovery.

II. Guideline:

- A. The AJCHRA has adopted a "Cost Recovery" packet, which consists of forms utilized in the recovery of all costs, associated with a hazardous materials response. These "Cost Recovery" packets are available through the HazMat Team Coordinator as well as on the Hazardous Materials Response Vehicles. See Appendix C for all related forms.
- B. The "Cost Recovery" packet consists of the following required documentation;
 - 1. The "Hazardous Materials Incident Report": The responding agency, Incident Commander or **person in charge of the hazardous materials incident and the AJCHRA Team Leader** where Cost Recovery is requested and or for all Level I, II and III calls shall complete a Hazardous Material Incident Report. All available information shall be included on the report prior to submittal to the Coordinator.
 - 2. The "Apparatus Costs Worksheet": The responding agency, Incident Commander or person in charge of the hazardous materials incident and the AJCHRA Team Leader where Cost Recovery is requested shall complete an Apparatus Cost Worksheet. The worksheet shall list all response units and rates for which billing is requested and the total time the units were on the scene.
 - 3. The "Personnel Cost Worksheet": The responding agency, Incident Commander or person in charge of the hazardous materials incident and the AJCHRA Team Leader where Cost Recovery is requested shall complete a Personnel Cost Worksheet. The worksheet shall list all response personnel who responded to the scene, the total time in which they were on scene, their rank, their regular salary and if the responder was on overtime, and the responder's agency.
 - 4. The "Equipment Cost Worksheet": The responding agency, Incident Commander or person in charge of the hazardous materials incident and the AJCHRA Team Leader where Cost Recovery is requested shall complete an Equipment Cost Worksheet. The worksheet shall list all items of equipment that were utilized during the incident including a model, size, type, etc. and the replacement cost of the item. Any equipment that needs replaced the inventory request form needs to be completed and returned with the cost recovery packet. The equipment damaged/missing report also needs to be filled out and returned as appropriate.

5. The "Miscellaneous Cost Worksheet": The responding agency, Incident Commander or person in charge of the hazardous materials incident and the AJCHRA Team Leader where Cost Recovery is requested shall complete a Miscellaneous Cost Worksheet that will list any cost not reported on the other reports. This report will contain items such as Blood or medical testing after a possible exposure from an incident.
 6. Team Leader Incident Summary. Each Team Leader is required to fill out this form for any contact that he or she makes pertaining to the AJCHRA when the Incident Report Form is not applicable, there will be no cost recovery or when the call is other than a Level II or Level III.
 7. The Team Leader shall ensure that any damaged or missing equipment is noted on the "Equipment Damaged/Missing Report". The Team Leader shall forward any requested equipment to the Team Coordinator on the "Inventory Request Form". Last any change in inventory should be noted on the "Inventory Change Order" form and forwarded to the Team Coordinator.
- C. The "Cost Recovery" packet shall be returned to the Adams and Jefferson County Hazardous Response Authority Team Coordinator within 30 days of the incident in order to be eligible for cost recovery. In the event there is problem in completing the packet within the 30-day time frame contact shall be made with a representative from the Team Coordinators Office. The AJCHRA may bill the responsible party directly or through the DERA.
- D. Time and material costs related to a specific incident will be reimbursed to the AJCHRA or the specific agency(s) incurring the expense. Such costs include, but are not limited to, salary, fuel, laboratory testing, packaging, shipping, and equipment replacement.
1. After the AJCHRA receives payment from the "Responsible Party" the individual agency(s) incurring any expense that was forwarded to the AJCHRA for billing will be reimbursed.
 2. In cases where an agency(s) incurred an expense and request immediate reimbursement (prior to receipt of the reimbursement from the "Responsible Party") a written request shall be made to the Authority Board. Each case will be decided upon particular circumstances and funds available to the Authority Board.
- E. Agencies which decline to bill the "Responsible Party" would be responsible for reimbursement to assisting agencies if the Authority Board feels such action is warranted.