

**PHOENIX REGIONAL
STANDARD OPERATING PROCEDURES**

Toxic Exposure Investigations Program

M.P. 206.16

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Policy

It is the policy of the Phoenix Regional Fire Department to investigate and document all known or suspected toxic exposures. The Phoenix Fire Department Health Center will collect all data and maintain records of all exposures. The designated Certified Industrial Hygienist to the Phoenix Fire Department will be responsible for the collection of all samples and communication with the appropriate laboratory on their findings.

Toxic Exposure Forms are located on every station computer on Fire Point, or can be accessed on personal/mobile devices at <http://cityofphoenix.sharepoint.com/sites/fire>.

Purpose

The purpose of the investigation and reporting of toxic exposures is to document all known and unknown substances that a member may have been exposed to on any given incident. In cases where a member's health is affected by toxic substances, the documentation and laboratory findings will be used to support the evidence of possible adverse health effects.

Contents

Incident number, time, date, location, and business/occupancy name: This data is to be filled out from the corresponding dispatch information. Inaccurate information must be corrected as soon as possible or notified to the Toxic Exposure Officer.

Incident Type: Select the appropriate category. If any unusual circumstances exist, fill out the *Other/Describe* section as accurately as possible.

Chemicals involved in incident: Obtain from on-scene Command, Haz Mat sector, or C957 N/S. List chemicals from Material Safety Data Sheet (MSDS), or bill of lading.

Units exposed: Obtain from incident history. List all units.

Lab results: These forms may not be readily available until the laboratory or the Industrial Hygienist completes all testing and findings are completed. Once the results are received by the Toxic Exposure Officer, those reports will be filed and stored at the Phoenix Fire Department Health Center. Electronic Toxic Exposure forms on Share Point will then be updated to include these results to each member's report by the Toxic Exposure Officer.

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Toxic Exposure Reporting

Phoenix Regional Fire Department members who are exposed to known or suspected toxic substances during the performance of work duties must contact the Toxic Exposure Officer. The Toxic Exposure Officer will initiate the toxic exposure investigation.

On all incidents where personnel are exposed, a minimum of the Toxic Exposure Form shall be completed. In an exposure incident where personnel feel symptomatic, they shall follow the Toxic Exposure Notification process below.

Toxic Exposure Notification

When personnel are exposed to toxic substances, whether known or suspected, Dispatch and Deployment, along with their Immediate Supervisor should be contacted immediately so that the investigation can be initiated at the time of the exposure and at the incident location of the exposure. Dispatch will then notify the Toxic Exposure Officer.

Due to the type of exposure, and the probability of multiple employees becoming exposed, the TEO will communicate with Car 957 and Command at the incident.

The Toxic Exposure Officer will be responsible for gathering information as it comes available to him/her, and shall be included in his/her findings in the report.

Notification of all employees exposed will be made as soon as possible. All exposed employees shall fill out a Fire Personnel Toxic Exposure Report located on Fire Point.

Symptomatic exposed personnel shall be transported to the Phoenix Fire Department Health Center or to Banner University Medical Center Phoenix (depending on severity) for evaluation and treatment. Consider the availability of hyperbaric chamber therapy at Banner University Medical Center Phoenix for members with known or suspected smoke inhalation.

Notification should be made to Car 959 in instances where members are transported to a hospital. The Car 959 Officer can serve as liaison between the TEO and hospital staff.

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Documentation of Exposure

The Toxic Exposure Officer is responsible for conducting an investigation and completing a report in conjunction with the Certified Industrial Hygienist designated to the Phoenix Fire Department. The investigation will also consist of sample collection at the incident performed by the Certified Industrial Hygienist and may be assisted by the Hazardous Material Team if proper PPE is required. The Toxic Exposure Officer or designee can special call a hazardous materials unit to conduct sample collecting if the nature of the incident so dictates it. The Certified Industrial Hygienist will determine what types of samples to collect and then be responsible for getting the samples to a lab for analysis. The Certified Industrial Hygienist will have a sample collection kit that will be given to the hazardous materials team for the collection of samples. Each sample will be identified with an identification number and categorized appropriately. Location, time and date of sample collection will also be documented by the Toxic Exposure Officer or Certified Industrial Hygienist. Once the data is collected and the sample analysis is received from the lab, the Toxic Exposure Officer will add the results to each members Toxic Exposure Form and file the results in the archives at The Phoenix Fire Department Health Center.