

Leading Edge  
Spill Management Team  
PERSONNEL QUALIFICATIONS  
SYSTEM FOR INCIDENT  
MANAGEMENT POSITIONS



# Qualification Standards

## A. Recognition of Previous Qualifications

Leading Edge will recognize position qualifications issued under existing incident management team qualification standards, such as the NWCG qualification system or PQS system used by the USCG, or PQS of another spill management team as sufficient provided the following criteria are met:

1. The individual must have been oriented to common pollution response tactics, if their position is expected to interface with operations in a leadership capacity.
2. The individual must have completed an SMT orientation class which includes an overview of the Northwest Area Contingency Plan, GRP's, Washington Health and Safety particulars, and contents of any contingency plan which must be adhered to under contract. This criteria may be disregarded if the individual can be positively determined to have this relevant experience by the Leading Edge SMT Manager.

## B. Summary of Recognized Training Courses

Course Number or Title	Content
IS 100	Introduction to the Incident Command System
IS 200	Basic Incident Command System for Initial Responders
IS 201	Forms used for the Development of the Incident Action Plan
ICS 300	Intermediate ICS for Expanding Incidents
ICS 400	Advanced ICS
IS 700	National Incident Management System, an Introduction
IS 800	National Response Framework, an Introduction
Position Specific Courses	All-Hazards Position Specific Courses (FEMA Curriculum, or NIMS compliant), any NWCG position specific course, or any position specific course developed for pollution response, whether it matches a NIMS compliant training curriculum or not.
Leading Edge SMT Orientation	Covers the NWACP, GRP's, Washington specific health and safety rules, and the contents of any contingency plans which Leading Edge is contractually obligated to work within.

For the purposes of position qualification within the Leading Edge SMT, position specific training may be accepted at the discretion of the Leading Edge SMT Manager regardless of the source of the training. It is the opinion of Leading Edge that position specific training does not have to meet a

specific course code or standard as determined by FEMA or the NWCG to be relevant and useful for pollution response.

Leading Edge may develop “in-house” position specific training programs that may or may not adhere to NIMS standards, and Leading Edge SMT members may use completion of these courses to meet position qualifications within the Leading Edge SMT.

Leading Edge may issue a “Leading Edge SMT Orientation” certificate to individuals who have demonstrated experience operating within the various elements contained within the course at the discretion of the Leading Edge SMT Manager. For instance, when contracting the services of an individual or company that is a member of another Washington State recognized SMT.

## **C. Recognition of Experience**

It is the opinion of Leading Edge that experience within spill management and pollution response is vital to the qualifications of any individual. Experience of two types will be evaluated when assessing the individual:

1. Experience relevant to their specific job function. (i.e., an individual with years of experience as a corporate Health and Safety Manager who is assigned to the Safety Officer role.)
2. Experience within the Incident Command System.

Leading Edge believes that a qualified SMT member needs to have a mixture of both types of experience in order to be effective. Further, due to the complexity of some specialist roles within pollution response, and the difficulty of some positions within ICS, it is crucial to evaluate each leadership position to determine exactly what mixture of ICS and job experience will be sufficient.

Generally, management roles within ICS will require a greater degree of ICS training and experience than specialist functions, however specialist functions may require a greater degree of job function experience than management roles.

Experience may be documented in a variety of methods. These include but are not limited to:

1. Resumes and/or CV's detailing work experience
2. Professional Certifications and Credentials (i.e., CSP, CIH, CEM, etc.)
3. Certificates of Completion for relevant training courses
4. FEMA EMI student transcript
5. Awards or recognitions of achievement
6. IAP's from past incidents demonstrating individual experience

7. Org charts, communications lists, or any other documentation from spills, drills, or incidents which prove an individual's involvement
8. A log of spill, drill, or incident participation kept by the individual provided it includes the following elements
  1. Date
  2. Type of spill/drill/incident
  3. Position held

## **D. Position Specific Qualifications**

<b>Type</b>	<b>Req. Training</b>	<b>Req. Experience</b>
Command Staff (IC, SFO, LOFR, PIO)	IS 100, 200, 700, 800 ICS 300, 400, Position Specific Training OR Leading Edge Qualification Leading Edge SMT Orientation	Min. 3 years relevant professional experience in the role to be filled, including experience as a deputy or assistant to the position.
Command Staff Deputy or Assistant	IS 100, 200, 700, 800 ICS 300 Leading Edge SMT Orientation	Some specialist experience related to the position to be held.
General Staff (OSC, PSC, LSC, FSC)	IS 100, 200, 201 (PSC), 700, 800 ICS 300, Position Specific Training OR Leading Edge Qualification Leading Edge SMT Orientation	Must have filled at least the deputy role on a WCD TTX or real world incident.
General Staff Deputy	IS 100, 200, 201 (PSC), 700, 800 ICS 300 Leading Edge SMT Orientation	Must have previously filled a leadership role under the section (i.e., branch director, unit leader, manager, etc.) during a WCD TTX or real world incident.
Operations Branch Director, Div/Group Sup, or other non-general staff leader	IS 100, 200, 700 Leading Edge SMT Orientation	Relevant experience in the operations position to be held, such as previous experience in the position or substantial practical experience.
Unit Leader	IS 100, 200, 700 Leading Edge SMT Orientation	Some related experience in the position to be held, such as specialist knowledge of a particular system, or demonstrated capability.
Other position of lower leadership responsibility (i.e., check-in recorder)	IS 100, 700 Leading Edge SMT Orientation	Some suitable experience related to the task to be performed, or orientation to the position, or direct supervision in the task.

## **E. Certification for a Position**

Leading Edge may issue a certificate or qualifications card to an SMT member detailing their position qualification, however presentation of a certificate or qualifications card is not a pre-requisite. Leading Edge will maintain a qualifications roster which details the true qualifications for an individual within the organization.

Issuance of a Leading Edge position specific certification is relevant only for professional inclusion to the Leading Edge SMT, and should not be misconstrued as a qualification within the National Incident Management System or any other ICS personnel qualification system.

## **F. Currency**

In order to maintain qualifications within the Leading Edge SMT, all SMT members are expected to complete at least 8-hours of training or experience in pollution response and/or the ICS annually. Active spill responders, emergency managers, or other response professionals will not need to complete additional training to remain active, rather they must attest to their professional activities to the Leading Edge SMT Manager on a routine basis (at least annually).

The Leading Edge SMT Manager is responsible for removing SMT members from active service if they fail to maintain communication either first-hand or via a suitable proxy. A suitable proxy may be an organizational contact who attests annually for their entire organization, for instance a manager for a contracted company that verifies their employees are current and relays that information to Leading Edge.

Leading Edge will verify, no less than every 12 months, that each SMT member is either in active response service and has maintained their qualifications and contact information.

## **G. Verification**

Any SMT member receiving a position specific qualifications certificate must provide certificates and proof that they have achieved the standards set forth in section D for that position. These files will be maintained by Leading Edge for the duration of the SMT member's active service.

In some cases, an SMT member may be listed and not issued a position specific qualification certificate or qualifications card. In this case, it is the responsibility of the contracted organization to accurately attest that their employees meet the relevant qualifications. I.e., if Leading Edge were to subcontract an existing SMT, that SMT would be responsible for verifying the qualifications of their employees and accurately providing that information to Leading Edge.

Each subcontractor that is providing SMT personnel to Leading Edge will be required to complete a formal agreement, such as a Letter of Intent (LOI), Memorandum of Understanding (MOU), or Reciprocal Services Agreement. These agreements are to be revisited on at least a three-year basis, with a half-term check in conducted around the 18 month mark to verify SMT personnel.