



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

December 15, 2000

OFFICE OF
SOLID WASTE AND EMERGENCY
RESPONSE

OSWER 9285.2-12P

MEMORANDUM

SUBJECT: Clothing with Identifying Insignia

FROM: Elaine F. Davies, Acting Director /s/
Office of Emergency and Remedial Response

TO: Superfund National Policy Managers
Regions 1 - 10

Purpose

The purpose of this memorandum is to set forth guidance for emergency response personnel and removal program managers for the purchase, distribution, use, and disposal of clothing with identifying insignia. This guidance is pursuant to EPA Order 4800.1, issued March 17, 2000, which establishes the parameters for EPA issuance and employee use of wearing apparel, including uniforms, "special clothing," and clothing with identifying insignia.

Background

Definition

Clothing with identifying insignia bears a nationally consistent patch or logo that identifies the OSC and his/her EPA response team. The word "OSC" should be clearly visible on the logo when OSCs use it. EPA response team members, excluding contractors, should wear a similar emergency response logo which would identify them as part of the EPA team, but not as an OSC. Clothing with identifying insignia should:

- S** maintain the highest possible degree of regional and national consistency and appearance to project a professional image;
- S** identify the user as a member of EPA's emergency response and removal program

response team;

- S be functional, durable, and appropriate for the OSC's assigned duties;
- S accommodate the diversity of tasks and situations (e.g., field work, media events, etc.) in which an OSC functions and the different geographical area climates.

For future Agency purchases of clothing with identifying insignia, Regions will use the official red/white/blue EPA emergency response program emblem (Attachment 1) and may add Region-specific information, including the Regional number and other designations such as OSC, Public Information Officer (PIO) on the insignia.

The use or wear of the clothing with identifying insignia is not required in all response situations, but should be worn at the discretion of the OSC and his/her EPA response team. On some of the clothing, the EPA patch should be detachable or able to be covered for use in situations where plain clothes would be more appropriate.

Clothing with identifying insignia includes:

- C shirts (t-shirts, polo shirts, oxfords, and sweatshirts),
- C jackets,
- C parkas,
- C field vests, and
- C caps.

All EPA field personnel are required to have safety clothing, as stated in appropriate OSHA regulations. Safety clothing (hard hats, orange high-visibility vests, life vests, etc.) can become clothing with identifying insignia at the discretion of the OSC and the EPA response team by attaching the appropriate EPA insignia.

Discussion

Purchase

Regions and/or Headquarters will purchase and allocate clothing with identifying insignia to each OSC. Initial purchases of clothing with identifying insignia for the OSC should include: two shirts (one long-sleeved and one short-sleeved), a vest, a lightweight jacket/coat, a medium-weight jacket/coat, and a heavy coat, where appropriate. When this clothing is badly worn, damaged, or no longer fits the OSC, the OSC should return clothing with identifying insignia to the designated Regional property manager. Regions may replace clothing with identifying insignia after the initial purchase and should develop appropriate annual spending limits per individual OSC to replace clothing with identifying insignia.

Distribution and Use

Regions should issue EPA clothing with identifying insignia to OSCs and their EPA response team members to wear only **while on official duty or travel**, including field work, response situations,

outreach activities, media interviews, meetings, and other instances of public interaction. Regions should not distribute this clothing to non-response team members of EPA or other personnel.

Disposal

Individual Regional removal program offices should work with their Regional property officers to develop a protocol and procedures to manage this clothing, which is government property.

Implementation

This guidance shall be effective upon signature. Each Region should hold informational sessions to explain the guidance and work out any Region-specific details necessary for its implementation. These sessions shall include EPA Removal Program personnel (OSCs and other EPA response personnel), Regional procurement program personnel, and Regional property management personnel. After Regions hold these informational sessions, OSWER and the Regions will review and may subsequently revise the guidance based on Regional input.

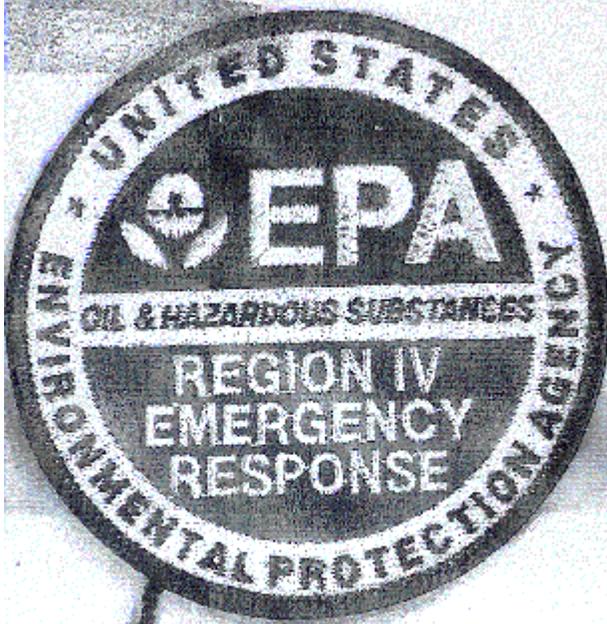
Attachment

cc: Regional Removal Managers
Jeff Josephson, Superfund Lead Region Coordinator, Region 2
Joanna Gibson, OERR 5202G
OERR Records Manager 5202G

Attachments

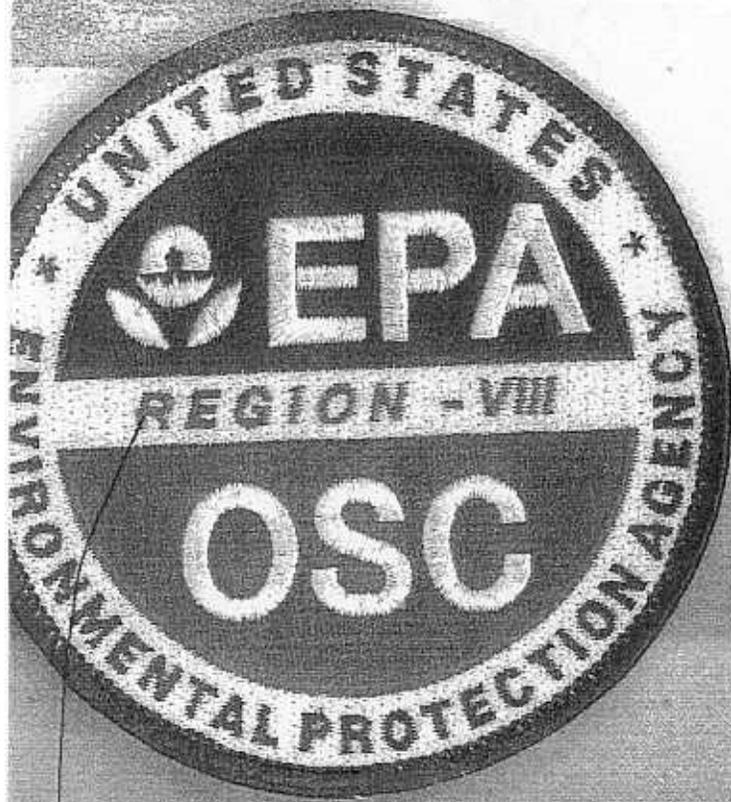


9 emergency Patch



Green

Green



green



green



green