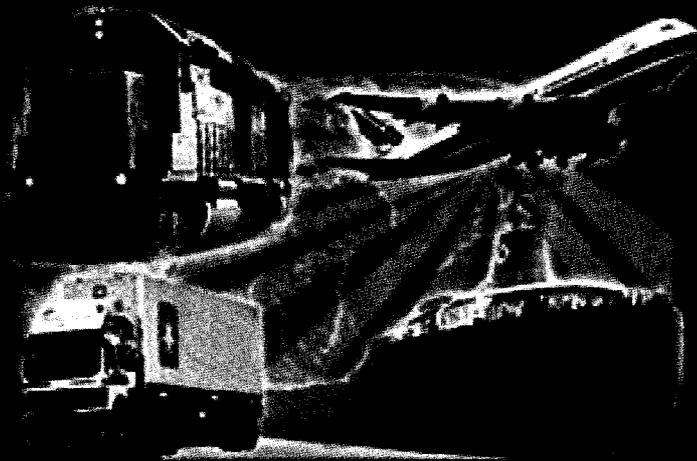


Safety Guidelines for Port Operations



Headquarters Surface Deployment and Distribution Command

PREFACE

1. The purpose of this guide is to familiarize the reader with potential safety problems that can occur in a port environment. Thorough training and prior planning, this will assure a smooth, accident-free operation at any port. Personnel should become intimately familiar with the “Four Horsemen Hazards” (High places, Moving machinery, Electricity, and Transportation). Ignoring or taking any one of these elements for granted is a major contributing factor in most accidents.

2. Port Commanders must pay particularly close attention to the transportation of hazardous materials (HAZMAT). All port personnel must constantly keep abreast of what materials are being shipped, to include the quantity, packaging and mode of transport. HAZMAT shipments lacking a required waiver or exemption can bring an entire port operation to a standstill.

3. The guidelines contained herein are not all encompassing. Commanders, supervisors, and port personnel must be alert to unsafe acts or conditions at all times. Prompt corrective action is required to maintain mission readiness and the safety of all personnel. Remember, everyone is a member of the Safety Team.

4. Additional copies of this publication may be obtained through:

COMMANDER MILITARY SURFACE
DEPLOYMENT AND DISTRIBUTION
COMMAND, OPERATIONS CENTER
ATTN: SDSA
661 SHEPPARD PLACE
FORT EUSTIS, VA 23604

5. For further guidance or technical assistance, contact the SDDC Safety Office at:

Director Safety:

DSN: 826-8289/8294

Commercial: (757) 878-8289/8294

E-mail address: NNVSafety@sddc.army.mil.

Facsimiles: DSN 826-8205/5155

Commercial (757) 878-8205/5155

This supersedes MTMC Port Safety Guidelines, April, 2002

CONTENTS

Safety Briefings	6	Hazardous Materials Movement	19
Port Support Activity	6	Vessel Safety	21
Transportation Terminal	6	Roll-On/Roll-Off	23
Longshoreman	6	Lift-On/Lift-Of	24
Vehicle Safety	7	Crane Safety	25
Staging Areas	9	Cargo Handling	26
Rail Operations	10	Life Saving Equipment	27
Tiedowns	11	Environmental Safety Factors	28
Battery Charging and Changing	13	Accident Reporting	29
Fuel Handling and Storage	14	Appendix A (BA Form 285-AB-B-R)	30
Liquid Fuel	14	Appendix B (Wavier Processing Checklist)	34
Liquefied Gas Fuels	16	Appendix C (References)	36
Fuel Containers	16	List of Acronyms	37
Container Inspection	17		
Container	18		
Liquefied Gas	19		

SAFETY BRIEFINGS

Safety briefings are required as indicated below:

PORT SUPPORT ACTIVITY

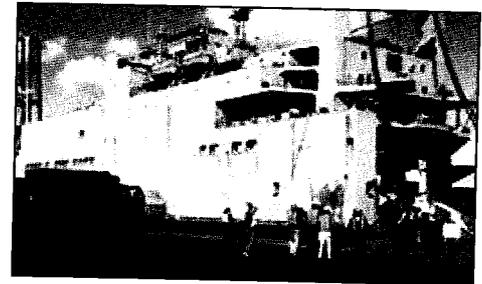
- ** Initial briefing by unit safety officer or safety NCOIC**
- ** Daily briefing by designated NCOs**
- ** Briefing will highlight operational issues as appropriate (Type of cargo, method of loading), weather issues (heat or cold, and mitigation such as water intake, or additional clothing), personal protective equipment required, and handling of medical issues or emergencies.**

TRANSPORTATION TERMINAL GROUP AND BATTALIONS/COMPANIES/PORT SECURITY COMPANIES

- ** Initial briefing by Unit Commander**
- ** Daily briefing by unit safety officer/NCO**

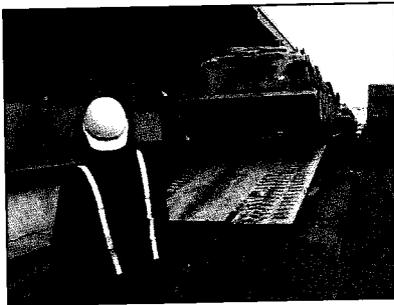
LONGSHOREMAN

- ** Initial and daily briefing (each shift change) to all stevedores by Stevedore Company and terminal**



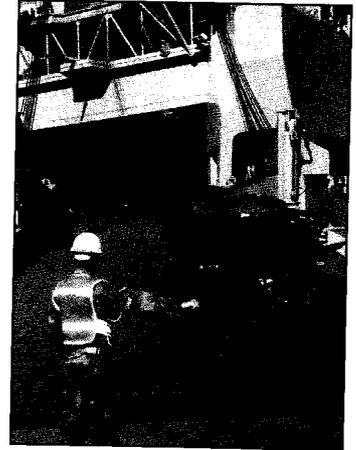
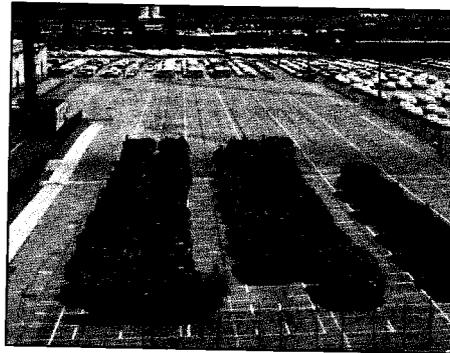
VEHICLE SAFETY

- * Vehicles with fuel leaks will not be loaded until repaired. Vehicles will be segregated and absorbent used. Chemical (CO2 type) fire extinguisher will be readily available.
- * Drivers of bulk fuel transporters will be instructed on emergency procedures for fuel leaks.
- * Radio whip antennas will be tied down to not more than 7 feet (2.1 meters) from the ground when operating in staging areas.
- * Ground guides will be utilized whenever moving wheeled vehicles (2 tons or larger) and all track vehicles. A distance of at least 10 yards (9.1 meters) forward of the vehicle should be maintained by ground guides.
- * Only one ground guide will give directions to a driver at a time.



- * Vehicle operators and ground guides will maintain continuous eye contact with one another. When ground guides are repositioning themselves, vehicle motion will be halted until eye contact is reestablished and drivers are instructed to restart vehicle movement.

- * When stopped, vehicle operator will place vehicle in neutral and set brakes.
- * Ground guides directing vehicles will not walk backwards at any time.
- * Drivers will maintain distances of 20 feet (4.5 meters) between vehicles parked or transiting from car to car.
- * Reflective vests will be worn by all traffic control personnel.
- * Flashlights/Chem Lights will be provided in areas of poor visibility and during night operations.
- * Vehicles will be free of hanging material such as chains. All chains should be hung up on cleats, pad eyes, or chocks. This will prevent loose materials from getting caught during movement.
- * Matches, lighters, or any other incendiary devices are prohibited in or around vehicles used to transport ammunition.
- * Vehicles with brake problems will be removed from service and referred to unit maintenance for repair prior to being loaded aboard a vessel.



* All operators must possess a valid driver's license (government driver's license for specialized equipment) and be qualified to operate the specific equipment they are assigned.

STAGING AREAS

* All generators must be grounded. Portable fire extinguishers will be located near each generator.

* Reflective tape will be attached to hard hats/helmets to increase visibility during night operations.

* Privately owned vehicles (POVs) are prohibited in staging areas. A designated area for employee parking should be clearly marked and segregated from operational areas.

* Helicopters will be staged and secured away from high volume traffic lanes/areas; and portable fire extinguishers will be prominently displayed and interspersed among the aircraft.

* Traffic control barriers/markers will be obtained and placed in designated areas to prevent unauthorized access to helicopter staging areas, particularly at night.



RAIL OPERATIONS

- * Ground guides and vehicle operators must know standard ground guide procedures.
- * Only one ground guide will give directions to a driver at a time.
- * Guides will not walk backwards while guiding a vehicle on a railcar or repositioning themselves.
- * Guides will stay one (1) full railcar ahead of the vehicle they are directing.
- * Do not stand or walk between Railcars.
- * Never position oneself in a possible area where you can be pinched between objects or forced off the edge of a railcar.
- * Do not to jump on or off railcars; utilize the steps.
- * Do not sit under or rest on top of rail cars or tracks for any reason.
- * Vehicles being driven in the rail operations area will not exceed 5 mph: Vehicles driving onto railcars will not exceed 5 mph.
- * Vehicles are being loaded onto railcars they should be operated in the lowest gear. This prevents vehicles from skidding and kicking spanners from under the wheels. If a spanner kicks up when the front wheels are

on one end, this means the spanner is not level. Shoring (bracing) is required to correct this situation.

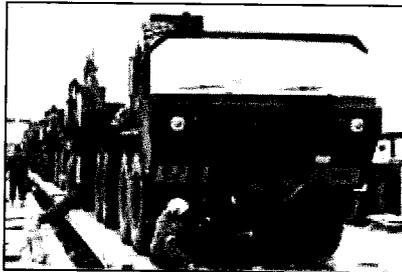
- * Rail load supervisors must be trained in proper for equipment tie-down, techniques.
- * Care must be taken to avoid damage to railcars and railroad property during loading and off loading operations.



TIEDOWNS

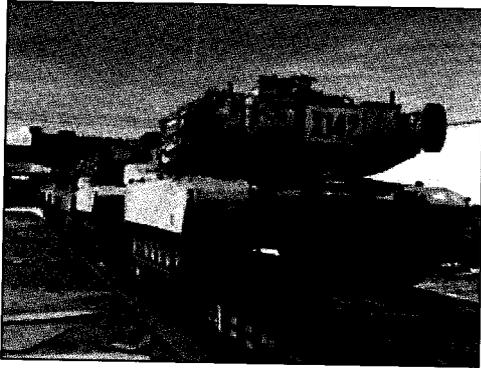
- * Do not wear rings, bracelets, or other jewelry that could injure them during tiedown operations.
- * Vehicles should face the same direction with at least 10 inches (25.4 centimeters) between them once positioned on flatcars.
- * Check for proper brake wheel clearance IAW the latest edition of SDDCTEA Pamphlet 55-19 (Tiedown Handbook for Rail Movements).
- * Inspect each chain assembly for breaks, cracks, gouges, open welds, or deformed components before use. Remove any defective chains immediately. Inspect connector links attaching chains to anchor fittings.
- * Do not cross chains. Using symmetrical tiedown patterns, secure tiedowns at 45 degree angles.

- * Seat and lock chain anchor or winch.
- * Secure shackle in tiedown provision with wire tie or cotter pin.
- * Pull chains tight and attach hook above the compression unit.
- * Make sure chains are not kinked or binding. Secure hook with wire.
- * Do not secure chains to axles, springs, or hydraulic lines. Always secure chains IAW SDDCTEA Pamphlet 55-19 (Tiedown Handbook for Rail Movements). Seek guidance from rail inspectors when in doubt.
- * Blocking of at least one fixed wheel or track will be accomplished to augment vehicle tiedowns.



BATTERY CHARGING AND CHANGING

- * Only designated persons shall charge or change batteries.
- * Battery charging and changing operations shall be performed only in clearly marked designated areas.
- * Facilities for flushing the eyes, body, and work area with water shall be provided wherever battery acid (electrolyte) is handled.
- * Smoking and other ignition sources are prohibited in or around battery charging areas. Chemical (CO2 type) fire extinguisher will be readily available.
- * Filler caps shall be in place when batteries are being moved
- * When a jumper battery is connected to a battery in a vehicle, the ground lead shall connect to ground away from the vehicle's battery. Ignition, lights, and vehicle accessories shall be turned off before any connections are made.
- * Batteries shall be free of corrosive buildup and cap vent holes shall be open.
- * Adequate ventilation shall be provided during charging to prevent noxious fume buildup.
- * Power switches on chargers are to be turned off when leads are being connected or disconnected.



- * Battery handling equipment, which could come into contact with battery terminals or cell connectors shall be insulated or otherwise protected.
- * When batteries are being charged, ensure vent caps (if applicable) are in place.
- * Metallic objects shall not be placed on uncovered batteries.
- * Installed batteries shall be secured to avoid physical or electrical contact with compartment walls or components.

FUEL HANDLING AND STORAGE

LIQUID FUEL

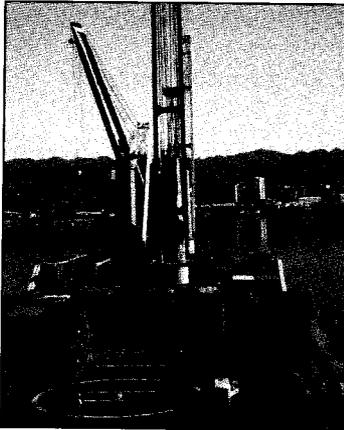
- * Only designated trained personnel shall conduct fueling operations.
- * In case of spillage, filler caps shall be replaced and spillage disposed of before engines are started.
- * Smoking and open flames shall be prohibited in any area used for fueling, fuel storage or enclosed storage of equipment containing fuel. Chemical (CO₂ type) fire extinguisher will be readily available.

- * Equipment shall be refueled only at clearly marked and designated locations.
- * Liquid fuels not handled by pump shall be transported only in authorized portable containers or equivalent means designed for that purpose. Portable containers shall be metal, have tight closures with screw or spring covers, and shall be equipped with spouts or other means to allow pouring without spilling. Leaking containers shall not be used.
- * Flammable liquids may be dispensed in the open from a tank or other vehicle equipped for delivering fuel if:
 - a) Dispensing hoses do not exceed 50 feet (15.2m) in length.
 - b) Powered dispensing nozzles used are of the automatic-closing type.
- * Liquid fuel dispensing devices shall contain an easily accessible and clearly identified shut-off device, such as a switch or circuit breaker, to shut off power in an emergency.
- * Liquid fuel dispensing devices, such as pumps, shall be mounted either on a concrete island or be otherwise protected against collision damage.



LIQUEFIED GAS FUELS

- * Liquefied gas powered equipment shall be fueled only at designated locations.
- * Smoking and open flames are strictly prohibited. Chemical (CO2 type) fire extinguishers will be readily available.
- * Equipment with permanently mounted fuel containers shall be charged outdoors.
- * Equipment shall not be fueled or stored near underground entrances, elevators, shafts, or other places where gas or fumes might accumulate.



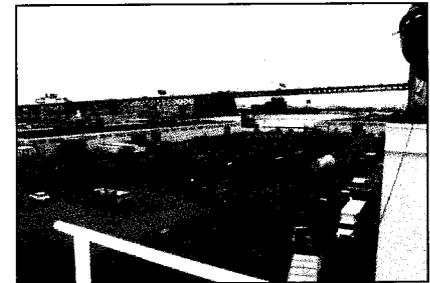
FUEL CONTAINERS

- * When removable fuel containers are used, the escape of fuel shall be minimized by:
 - a) Automatic quick-closing couplings (closing in both directions when uncoupled) in fuel lines; or
 - b) Closing fuel container valves and allowing engines to run until residual fuel is exhausted.

- * Pressure-relief valve openings shall be in continuous contact with the vapor space (top) of the cylinder.
- * Fuel containers shall be located to prevent damage to the container; if located within a compartment, that compartment shall be vented.
- * Containers near the engine or exhaust system shall be shielded against direct heat radiation.
- * Container installation shall ensure that vehicle ground clearance is maintained under the container at maximum spring deflection to prevent the container from bottoming out and to preclude damage to the lowest fitting on the container or the container housing.
- * Valves and connections shall be protected from contact damage. Permanent protection shall be provided for fittings on removable containers.
- * Defective containers will be promptly removed from service.

CONTAINER INSPECTION

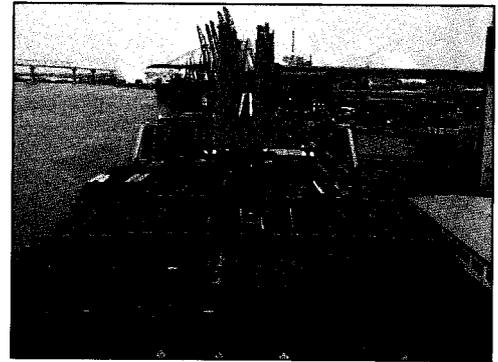
- * Containers shall be inspected before recharging and again before reuse for the following:



- a) Dents, scrapes, and gouges of pressure vessels
- b) Damage to valves and liquid level gauges
- c) Debris in relief valves
- d) Leakage at valves or connections
- e) Deterioration or loss of flexible seals in filling or servicing connections

CONTAINERS

- * Stored fuel containers shall be located as to minimize their exposure to excessive temperatures and physical damage. Chemical (CO₂ type) fire extinguishers will be readily available on the fuel storage area.
- * Containers shall not be stored near exits, stairways, or areas normally used or intended for access/egress.
- * Outlet valves for containers in storage or during transport shall be closed: relief valves shall connect with vapor spaces and adequate ventilation.



LIQUEFIED GAS VEHICLE STORAGE AND SERVICING

- * Liquefied gas fueled vehicles may be stored or serviced inside garages or shops only if there are no fuel system leaks.
- * Liquefied gas fueled vehicles under repair shall have container shut-off valves closed unless engine operation is necessary for repair.
- * Liquefied gas fueled vehicles shall not be parked near open flames, sources of ignition, or unventilated open pits. Chemical (CO2 type) fire extinguishers will be readily available in the storage area.

HAZARDOUS MATERIALS MOVEMENT

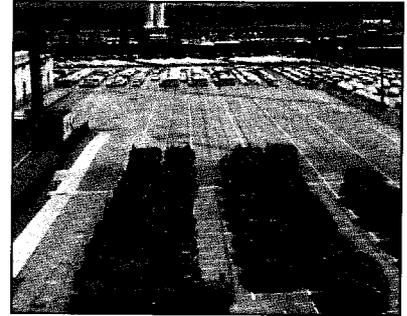
- * When Department of Transportation (DOT) exemptions are in effect for contingency operations, copies will be on hand and readily available for inspection or audit by designated authorities.
- * Matches, lighters, or any other incendiary devices are prohibited in or around ammunition handling areas and other areas where spark ignition is hazardous.
- * Materials contained in cylinders must be tied down and secured prior to storage. The cylinders will have a screw-type valve cover to guard against damage to the valve heads.

* Oxygen and acetylene tanks must be separated and strapped to wooden pallets and should not be loaded in the same CONEX.

* The most significant transportation miscommunication concerns Department of Transportation Exemption (DOT-E) 7280, which authorizes units to ship vehicles with 3/4 full fuel tanks with batteries disconnected. This exemption can be used only on specifically designed ships (normally Roll-on/Roll-off type with adequate mechanical ventilation). Many units continue to ship vehicles to the port with full fuel tanks. **Remember, 3/4 full is the maximum amount of fuel allowed.**

* DOT-E 3498 authorizes the transportation in commerce of fueled combat and other military vehicles containing **ammunition basic load (ABL)**, accessory ammunition and other hazardous materials in periods of declared national emergency, or during contingencies requiring expedited movement of U.S. forces as approved by command authority. Don't assume this exemption has been authorized for your operation. Contact the supporting SDDC Command within your geographic area for confirmation.

* DOT-E 12362 authorizes limited maintenance and repair operations to vehicles stowed below deck in the same cargo holds as Class 1 explosives aboard LMSR vessels. Batteries are prohibited being recharged, refueling may be conducted, and Vehicle Exercise and Re-Processing (VERP) sessions may be conducted all following the conditions stated in the exemption.



* DOT-E 11274 authorizes the transportation in commerce of fire extinguishers in privately owned and military owned vehicles on cargo vessels, as not subject to the requirements for documentation, marking, and that each fire extinguisher must be shipped as an inner packaging.

* Approval CA 2003010002, in addition to DOT-E 3498, allows ABL to be unpackaged and uploaded in the storage compartments or racks that are commonly referred to as “ready racks” by the military on certain military vehicles (M1 Abrams, M2 Bradley, M3 Bradley, M109 Howitzer, M992 FAASY, M1064 Mortar Track, M901 Hammerhead TOW, Bradley with Stinger Missiles and more). Don’t assume this CAA has been authorized for your operation. Contact the supporting SDDC Command within your geographic area for confirmation.

* Approval CA 2002120017 authorizes the transportation of flammable liquids (Diesel Fuel UN 1202, Gasoline UN 1203, Kerosene UN 1223, Fuel Aviation Turbine Engine UN 1863) in IMO type 4 cargo and portable tanks which are beyond their periodic retest date.

VESSEL SAFETY

* The following considerations should be employed:

- a) Securely fastened gangway, at least 20 inches wide
- b) Sufficient lighting on the gangway

c) A safety net between the gangway and the ship (if the gangway overhangs the water)

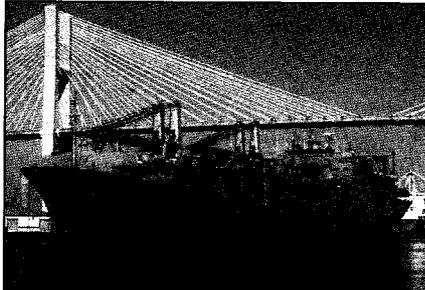
d) Gangway handrail

* Ensure ramps for vehicles are properly secured and have properly fastened sideboards attached. Ensure personnel are warned about hatch safety. Some problem areas are:

a) Material handling over an opened hatch

b) Personnel walking around low coaming (the sidewall around a hatch)

c) Personnel working around hatches that don't have coaming. Taut lines, either rope or cable, should be used in the absence of coaming.

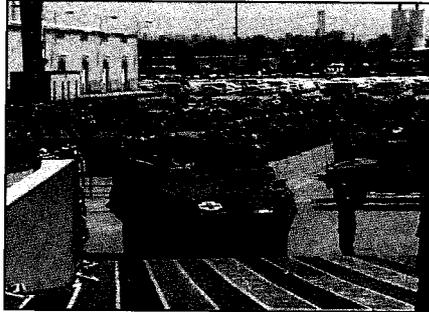


* Ensure all personnel wear hard hats, safety vest, and safety shoes. Gloves should be worn by personnel doing lashing.

ROLL-ON/ROLL-OFF (RORO) VESSEL OPERATIONS

- * Ensure all personnel involved in the physical movement of vehicles have a valid driver's license in their possession for the type of equipment being operated.
- * Inspect the ship's ramp for proper positioning and certify that all chains, plates, nets, save-alls, and other safety devices are in place.
- * Personnel will be positioned at the top and bottom of each ramp as signalmen to ensure the smooth unimpeded movement of vehicles.
- * Roll-on/Roll-off vessels have extremely noisy ventilation systems: hearing protection must be worn at all times on these ships.
- * Restrict pedestrian traffic on vessel's stern and side-port ramps while operations are on going: Prohibit pedestrian traffic on deck ramps while vehicles are being moved: prohibit.
- * Check brakes and steering prior to the movement of any vehicle: do not allow vehicles to roll freely down ramps.

- * Bring all oil spills/leakage immediately to the attention of the designated safety officer and the ship's first mate: cover immediately with liberal amount of absorbent.



LIFT-ON/LIFT-OFF (LOLO) VESSEL OPERATIONS

- * Remove or secure any materials hanging from vehicles or pallets to prevent entanglement with slings, lifting gear, or other equipment.
- * Restrict traffic around open holes during overhead operations.
- * Avoid walking between the coaming (the side wall around a hatch) and swinging loads.

- * Prohibit pedestrian traffic under lifts that are being slung.
- * Use dual tag lines on all lifts, exclusive of loads contained in sling apparatus.
- * Ensures all personnel wear hard hats, safety vests, safety shoes, and hearing protection. Gloves are to be worn by personnel handling wire, rope, lashing gear, and tag lines.
- * Personnel are prohibited from wearing rings, bracelets or other jewelry that could injure them during material handling operations.

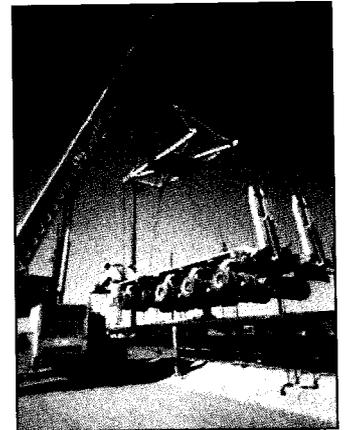
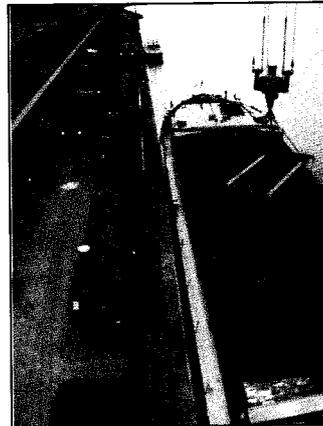
CRANE SAFETY

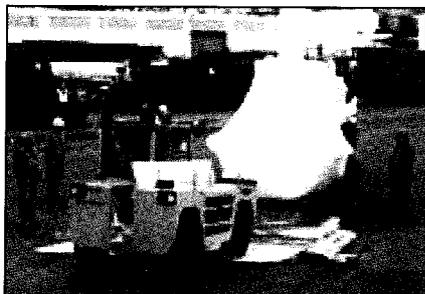
- * Only trained and certified, trainees under the supervision of an experienced operator, a crane repairman, or an inspector, shall operate Cranes, derricks, and hoists. No one but an authorized person shall enter a crane cab.
- * No one will operate a crane or derrick unless they can read and understand the signs, notices, operating instructions, and is familiar with the signal code being used.
- * Crane operators shall not eat, drink, or read while actually engaged in the operation of the crane, derrick, or hoist.
- * A crane, derrick, or hoist shall not be loaded beyond the safe working load.

- * The operator shall see that the load is well secured and properly balanced before it is lifted, except where the load can not be seen and the operation is dependent on hand signals or other signals transmitted by the supervisor on the dock or vessel.
- * Operators will ensure that the posted safe working loads of mobile crawler or truck-mounted cranes under the conditions of use are not exceeded.
- * Prior to operation, operator will ensure that all vessel gear has valid registration certificates, showing test dates, and proper certification.
- * Under all circumstances, the crane operator and dock/vessel personnel shall maintain clear and understandable communication either radio, verbal, or hand signals must be maintained during the operating periods of the crane, derrick, or hoist.

CARGO HANDLING

- * Cargo handling shall be IAW the latest edition of SDDCTEA Reference 97-55-22 (Marine Lifting and Lashing Handbook).





* Commanders should ensure that certificates, signed by a competent authority attesting to the required tests of gear used by the stevedores, shall be available for inspection IAW 29 CFR 1917 (OSHA Regulations for Marine Terminals) and 29 CFR 1918 (OSHA Regulations for Long shoring).

* Spray painting and abrasive blasting shall not be conducted in the vicinity of cargo handling operations.

* Welding and burning shall not be conducted in the vicinity of cargo handling operations unless such hot work is necessitated as part of the operation. Chemical (CO₂ type) fire extinguishers will be present during any hot work.

LIFE SAVING EQUIPMENT

* Stokes litter basket with permanently attached lifting bridles and body straps must be provided in close proximity to the vessel to facilitate removal of injured personnel from the vessel by crane or hoist.

* Coast Guard approved life rings with at least 90 feet of line attached must be provided dockside along with one portable ladder which will reach from the top of the apron down to the surface of the water.

* A reliable means of communication such as telephones or two-way radios should be available and easily accessible.

* Emergency phone numbers or call signs of port police, U.S. Coast Guard, fire department, and ambulance squads should be posted and disseminated to operational personnel.



ENVIRONMENTAL SAFETY FACTORS

- * Ensure drinking water is readily accessible at all times. Drinking ample amounts of water while performing rigorous activity in direct sunlight should be stressed.
- * Sunscreen lotion should be available from unit supply and/or medical personnel.
- * Medical personnel will monitor the area to identify potential indicators of hot/cold weather injuries among soldiers/stevadores.

* Medical personnel should monitor the thermal humidity index and the sub-zero wind chill factors to ensure suitable dress commensurate with inclement weather conditions.

* Medical personnel should advise Commanders of work/rest ratios based on environmental factors and conditions.

* Ensure extra inclement weather clothing and rain gear are on hand. Wear gloves with liners and avoid bare hand contact with metallic parts severe in cold or hot weather situations.

ACCIDENT REPORTING

* All accidents are to be reported immediately to the officer in charge and designated safety representative.

* DA Form 285-AB-R will be submitted for all military and government civilian personnel injuries (see Appendix B): Property/equipment damage in excess of \$2,000 must be reported: Submit the completed form to SDDC-OPS-C, ATTN: SDSA, Ft. Eustis, VA 23604

APPENDIX A

U.S. ARMY ABBREVIATED GROUND ACCIDENT REP

For Use of this form, see AR 385-40 and DA Pamphlet 835-40; f p

1. TIME & DATE OF ACCIDENT				a. Yr	b. Mth	c. Day	d. Time	2. PERIOD		DA	
5. UNIT IDENTIFICATION		a. UIC (6-digit Code)				b. Name of Unit					
6. LOCATION OF ACCIDENT			a. Exact Location (Detailed enough to locate site)								
c. State/County				d.	Off Post	On Post Name					
8. MISSION		a. Briefly Describe the Mission									
9. VEHICLE/EQUIPMENT/MATERIEL INVOLVED											
a. Type of item (Nomenclature)		b. Model #	c. Ownership		d. Estimated Cost of Damage		e. Vehicle Collision		f. Jur Mode		
#1											
#2											
10. WHY DID THE MATERIEL FAIL/MALFUNCTION? (Check the root cause(s) in Block a in Block b., explain how it											
a.	LEADER (Not ready, willing to enforce standards)			STDS/PROCEDURES (Not clear, Not practical)			Shortcomings in type, capability, etc.				
Direct Supervision				AR		SOP	Equip/Materiel Improperly designed				
Unit Command Supervision				TM		Other	Equip/Material not provided				
Higher Command Supervision				FM		None exists	Inadequate Facilities/Services				
11. NAME (Last, First, Mi) (Include Address & UIC if different than Blks 5a & b.)								12. Social Security #			
								20. MOST SEVERE INJURY		(S)	
21. DAYS HOSPITALIZED		ACTIVITY OF INDIVIDUAL PROVIDED									
		23. CODE		24. SPECIFIC DISCRIPTION OF ACTIVITY/TASK							
22. WORKDAYS											
a. Lost											
b. Restricted											
25. PERSONAL PROTECTIVE EQUIP						26. ALCOHOL/DRUGS CAUSE/CONT			Yes		
a. Required	b. Type of equip	c. Available		d. Used		28. LICENSED TO OPERATE EQUIP	29. HRS ON DUTY	30. HRS SLEEP	31. TRAIN		
<input type="checkbox"/> Yes	#1 _____	#1	No	#1	N	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Y		
<input type="checkbox"/> No	#2 _____	#2	No	#2	N						
36. DID INDIVIDUAL MAKE A MISTAKE THAT CAUSED/CONTRIBUTED TO ACCIDENT? In Blk a. indicate if indiv											
a. Mistake		c. Tell what the mistake was and how it caused/contributed to the accident									
<input type="checkbox"/> Yes <input type="checkbox"/> No											
b. Code											

ORT (AGAR)
 operating agency is OCSA

REQUIREMENT CONTROL SYMBOL
 CSOCS-308

7. Day	8. Hight	3. ACDT CLASS	4. ACYD OCCURED DURING:			Combat	Non-Combat	
c. Unit's Branch				d. MACOM				
				b. Type Location				
7. EXPLOSIVES/AMMO			a. Present	Yes	No	b. Involved	Yes	No
						b. METL Task?	Yes	No

Material Failure/Malfunktion Information

g. Part Nomenclature	h. Part #	i. Part NSN	g. Part Nomenclature Code	k. EIR/QDR Submitted	
				Yes	No
				Yes	No

a. Cause(s) led to the material Failure/malfunktion)

b. Describe how the material failed/malfunktioned and explain why (root cause)

SUPPORT

condition of equip/supplies/services/facilities)

<input type="checkbox"/>	Inadequate Manufacture
<input type="checkbox"/>	Inadequate Maintenance
<input type="checkbox"/>	Other

13. PERSONNEL CLASSIFICATION		14. MOS	15. DUTY STATUS	On-duty	Of-duty
16. AGE	17. SEX	18. PAY GRADE	19. FLIGHT STATUS	Yes	No
e. (from list in instructions)		a. Degree	b. Type	c. Body Part	d. Cause

c. (from list in instructions) and describe in space below.

No	Unk	27. EQUIP THIS PERSON WAS ASSOCIATED WITH? (Enter item No from Blk 9a)			
28. TRAINING	32. TYPE TRAINING FACILITY	33. LAST TRAINING	34. FIELD TRAINING EXERCISE	35. NIGHT VISION SYSTEM USED	
<input type="checkbox"/>	No	<input type="checkbox"/>	Yes if Yes, Provide name: <input type="checkbox"/> No	<input type="checkbox"/> Yes if Yes, Provide name: <input type="checkbox"/> No	

actual made a mistake. If yes provide the code (from instructions) in Blk b. and describe in Blk c.

37.

WHY WAS THE MISTAKE MADE (ROOT CAUSE) (Check the root cause)

a.	LEADER (Not ready, willing to enforce standards)	TRAINING (Insufficient in Content/Amount)	STDS/PROCEDURES (Not clear/Not practical)		
	Direct Supervision	School	AR	SOP	Equip/
Unit Command Supervision	Unit	TM	Other	Equip/	
Higher Command Supervision	Experience, OJT	FM	None exist	Inadeq	

b. Describe root cause(s) (reason) and tell how it/they caused the mistake

Blank area for describing root cause(s) and how they caused the mistake.

39. PROVIDE BRIEF SYNOPSIS OF ACDT (use additional sheets if required) (Explain sequence of events, tell how)

Blank area for providing a brief synopsis of ACDT.

40. CORRECTIVE ACTION(S) TAKEN OR PLANED

Blank area for describing corrective actions taken or planned.

41.

POINT OF CONTACT FOR

a. Name (Last, First, MI)

Blank area for name of point of contact.

42. COMMAND REVIEW a. NAME

c. Par

b. Signature

c. alt

Use(s) in Blk a. In Blk b. tell how the root cause(s) led to the mistake.)

SUPPORT <i>(shortcoming in type, capability, or condition of equip/supplies/services/facilities)</i>		INDIVIDUAL <i>(Mistake due to own personal factors)</i>	
Material Improperly designed	Inadequate Manufacture	Poor/Bad attitude	Fatigue
Material not provided	Inadequate Maintenance	Overconfident	Alcohol, Drugs
Material Facilities/Services	Other	In a hurry	Fear/Excitement

38. ENVIRONMENTAL CONDITIONS

a. Present:

#1 _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unk
#2 _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unk
#3 _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unk

(What happened)

INFORMATION ON THE ACCIDENT

43. SAFETY OFFICE REVIEW

a. Name

b. Date

APPENDIX B

WAIVER PROCESSING CHECKLIST

CHIEF, FORCE PROTECTION FOR OPERATIONS SAFETY DIVISION AMMUNITION AND EXPLOSIVES WAIVER PROCESSING CHECKLIST

A. Required Data/Information.

- * Safety regulations/QD conditions to be waived (provide detailed rationale)
- * Quantity and type of ammunition/explosives (complete breakdown)
- * Hazard Class/Division for all materials (complete breakdown)
- * Total Net Explosive Weight (NEW) calculated
- * Containerized ___ Non-Containerized ___ Other
- * Detailed transportation route Into/from port facility ___ Rail ___ Convoy
- * Overnight storage procedures (If required)
- * Specified time period for waiver

* Detailed map(s) showing:

- * QD is from the proposed berth(s)
- * Inhabited Building Distance (IBD)
- * Public Traffic Route(s)
- * Number and location of personnel impacted
- * Location and description of facilities impacted

B. Required Coordination.

- * SDDC Area Command
- * Deploying/Redeploying Unit(s)
- * Port Authority/State Docks
- * United States Coast Guard/Captain of the Port
- * Military Sealift Command
- * Other Agencies

APPENDIX C

REFERENCES

29 CFR 1917, OSHA Regulations for Marine Terminals

29 CFR 1918, OSHA Regulations for Longshoring

DOD 6055.9-STD, Ammunition and Explosives Safety Standards

DOD 4500.9R, Defense Traffic Management Regulation

AR 385-10, U.S. Army Safety Program

AR 385-64, Ammunition and Explosives Safety Standards

SDDC 385-1, SDDC Safety Program

SDDC 385-4, Hazardous Material Movement Program

SDDCTEA Pamphlet 55-19, Tiedown Handbook for Rail Movements

SDDCTEA Reference 55-20, Tiedown Handbook for Truck Movements

SDDCTEA Reference 55-21, Lifting and Tiedown of U.S. Military Helicopters

SDDCTEA Reference 55-22, Marine Lifting and Lashing Handbook

SDDCTEA Reference 55-23, Containerization of Military Vehicles

LIST OF ACRONYMS

HAZNAT --- Hazardous Material

SDDC ----- Surface Deployment And Distribution Command

NCO ----- Non-Commissioned Officer

NCOIC ---- Non Commissioned Officer in Charge

N.E.W. ----- Net Explosive Weight

IBD ----- Inhabited Building Distance

OSHA ----- Occupational Safety and Health Organization

CFR ----- Code of Federal Regulations

AR ----- Army Regulations

DOD ----- Department of Defense

POV ----- Private owned Vehicles

IAW ----- In accordance with
DOT ----- Department of Transportation
CONEX --- Container for shipping
DOT-E ---- Department of Transportation Exemption
ABL ----- Ammunition Basic Load
LMSR ----- Large Medium Speed Roll on Vessel
VERP ----- Vehicle Exercise and Re-Processing
CAA ----- Competent Approval Authority
IMO ----- International Marine time Origination
LOLO ----- Lift on Lift off
RORO ----- Roll on Roll off

