

**BY ORDER OF THE COMMANDER
65TH AIR BASE WING (USAFE)**

LAJES FIELD INSTRUCTION 23-104

30 JUNE 2015



Materiel Management

**LAJES FIELD INSTALLATION
DANGEROUS GOODS PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 65 LRS/IDGA

Certified by: 65 MSG/CC
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Pages: 31

This instruction implements Air Force Policy Directive (AFPD) 23-1, *Material Management*. This instruction applies to all United States Air Forces in Europe (USAFE) personnel. Specifically assigns responsibilities and prescribes policy and procedures for commanders and dangerous goods advisors moving Department of Defense (DoD) dangerous goods (DG) and Hazardous Waste (HW) in the European theater by road, rail, inland water ways, air, sea or pipeline. Defines European requirements for monitoring the movement of dangerous goods by road, rail, pipeline, inland water ways, sea or air. Identifies functions, duties, and associated training requirements involved in movement activities of dangerous goods by all movement modes. Explains monitoring responsibilities and possible sanctions by function based on the mode regulations. Refers to the *Accord Européen relatif au Transport International des Marchandises dangereuses par Route (ADR)* (European Agreement Concerning the International Carriage of Dangerous Goods by Road), the *Règlement International concernant le Transport des ferroviaire Marchandises dangereuses (RID)* (European Regulation Concerning the International Carriage of Dangerous Goods by Rail), International Maritime Dangerous Goods Code (IMDGC), *Accord Européen relative au transport international des marchandises dangereuses par voie de navigation Intérieures (ADN)* (European Agreement Concerning the International Carriage of Dangerous Goods by Inland Waterways), the *International Air Transportation Association Dangerous Goods Regulations (IATA-DGR)*, and to national European implementation ordinances listed in Attachment 4 for these international agreements and recommendations. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363,

Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in Air Force Records Information Management System (AFRIMS): <https://www.my.af.mil/gcss-af61a/afirms/afirms/rims.cfm>. In deviation to the AFMAN 33-363, specific reports and certificates described below must be maintained on file for 5 years for review by host-nation Surveillance Agencies.

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Chapter 1

INTRODUCTION

1.1. Overview. This instruction supplements USAFEI 23-104 Command Dangerous Goods Program (CDGP), and provides local guidance for implementation of existing directives for transportation of Hazardous Material (HAZMAT) off base. It applies to all base units/sections, including tenants, having responsibilities in the movement dangerous goods or hazardous wastes outside the installation or in areas where it is decided to apply host-nation rules. This publication may not be supplemented. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847s from the field through the appropriate functional chain of command.

1.2. Responsibilities. Compliance with USAFEI 23-104 CDGP and implementation of the Installation Dangerous Goods Program (IDGP) is responsibility of 65 ABW/CC as head of the organization. The 65 ABW/CC responsibilities are described in Part I of USAFEI 23-104 and include the appointment of a qualified primary and alternate Installation Dangerous Goods Advisor (IDGA) in writing using USAFE Form 66, *Dangerous Goods Advisor (DGA) Appointment Order*. The appointment does not relieve the commander of his responsibilities but delegates duties.

1.2.1. Installation Commander. The overall responsibility for the transportation of DG/HW rests with 65 ABW/CC.

1.2.2. Installation Dangerous Goods Advisor (IDGA). The IDGA manages the implementation and execution of the USAFE CDGP on Lajes Field IAW Part I, Chapter 4 of the USAFEI 23-104. In this capacity the IDGA consults to the Installation Commander and subordinate units and is responsibly to implement the local policy regarding preparing, moving, receiving, training, and monitoring of the dangerous goods program. The IDGA office is assigned to 65 LRS; location building T - 608, DSN 535-3421. Primary and alternate IDGAs are always on call duty to support on-scene commanders in case of an incident and to assist units in case of a dangerous goods related movement accident. Contact Fire Department Dispatch Office at DSN 535-5166 if IDGA assistance is required after regular duty hours or on weekends.

1.2.3. Unit Commanders. Unit Commanders appointed to manage the program on behalf of the Installation Commander will ensure assigned personnel comply with obligations and provisions prescribed in the USAFE CDGP, USAFEI 23-104, and this instruction.

1.2.4. Unit Dangerous Goods Advisors (UDGAs). Unit DGAs appointed at Flight, Squadron or Group level, execute the USAFE CDGP on behalf of the Unit Commander. Unit Commanders still remain ultimately responsible for the implementation of the program at their level.

1.3. Scope. Movements of Dangerous Goods/Hazardous Wastes (DG/HW) by units in Lajes Field, Azores, Portugal, must comply with the safety provisions set forth in this instruction and the provisions of ADR - *European Agreement Concerning the International Carriage of Dangerous Goods by Road*, IMDG - *International Maritime Dangerous Goods Code* and IATA DGR - *International Air Transportation Association Dangerous Goods Regulations*. This

instruction does not apply to on-base transportation in which case the current regulations applicable to U.S. Forces stationed in Lajes such as AFMAN 24-204 *Preparing Hazardous Materials for Military Air Shipments* and Defense Transportation Regulation (DTR), Part II (DoD 4500.9-R) apply. For the movement of ammunition and explosives refer to AFMAN 91-201 and USAFE Sup1. In areas where DTR Part II is more stringent than ADR, DTR Part II applies. The same applies for air cargo where AFMAN 24-204 is more stringent than IATA DGR. All units moving, or with responsibilities in the movement of, DG/HW outside the boundary of the installation must comply with the provisions of this instruction.

Chapter 2

PROCESSES

2.1. 65th Logistics Readiness Squadron (LRS).

2.1.1. Fuels Flight (POL) – Regularly transports fuel between the installation and south tank farm. When required, also transports to other locations outside the installation such as the harbor.

2.1.2. HAZMAT Pharmacy – Occasionally transports to military facilities outside the main installation through public roads.

2.1.3. Traffic Management Office (TMO) – In and out-processing of cargo transported by sea and air (military and commercial). In this case, roads are only used in a transport chain. Provides Lajes Field certification capacity on all modes of transport.

2.1.4. Vehicle Ops – Regularly transports from the harbor to the installation which may include HAZMAT transportation.

2.2. 729th Air Mobility Squadron (AMS). Acts as an air transportation carrier, including military airlift and contracted commercial carriers (AFMAN 24-204, Paragraph 1.19). This instruction is only concerned in the cases where commercial carriers are used and ICAO general rules apply. When using non-U.S. carriers or performing transportation to/from non-U.S. territories, check status of military facilities in foreign countries; within Lajes Field U.S. DG regulations apply, including AFMAN 24-204.

2.3. 65th Civil Engineer Squadron (CES).

2.3.1. General – Road Carriage that is ancillary to main activity. A driver taking dangerous goods for use with a machine or a process that will be operated on arrival will be exempt. However, taking dangerous goods to re-supply the above example will not be covered by this exemption (but other exemptions may apply).

2.3.2. Hazardous Waste – Several users are scattered around the installation and there is already a program headed by CEAN based on the Final Governing Standards (FGS) for Portugal. HW is picked up by a contractor who is also tasked to comply with all DG regulations applicable. Some HW stays on the island for appropriate treatment yet others must be shipped off the island because correct disposal methods are not available in the Azores. Therefore, the HW becomes DG when it enters public roads and/or containers for sea transport.

2.3.3. Collection points. See attachment 3 for a list of individual waste collection points.

2.4. 65th Medical Group (MDG).

2.4.1. Clinical Waste (CW) – Contractor regularly picks up CW from the collections points and transports it to a treatment facility or to a warehouse for posterior shipment for disposal. In both cases all duties in DG regulations are delegated to the contractor except identification.

2.4.2. Liquid Nitrogen – Road transport between the clinic and Angra do Heroismo for re-filling.

2.4.3. Other (e.g. samples). Biological samples such as blood or tissues may be required to be shipped for laboratory analysis.

2.5. Consumption of DG. IAW USAFEI 23-104, paragraph 8.16, other units than those identified above using DG must ensure they have a movement plan for deploying HM and disposing HW.

Chapter 3

RESPONSIBLE AND APPOINTED PERSONNEL

3.1. General. All USAFE units must comply with USAFEI 23-104. In particular all units involved in the movement of DG must comply with USAFEI 23-104 and Commanders are the persons responsible. In general a group/squadron must appoint at least 2 UDGA's and 2 certifiers (or for small inventories 2 Technical Expert (TE) and 2 Technical Specialist (TS)) and because Lajes Field is a small installation, manning may be a problem. If a unit is unable to comply with manning required by USAFEI 23-104 the IDGA must be informed.

3.2. Personnel by unit.

3.2.1. LRS – 2 UDGA's (ADR, IMDG and IATA DGR).

3.2.1.1. POL – 4 TS and ADR drivers.

3.2.1.2. HAZMAT Pharmacy – TE/ADR driver.

3.2.1.3. TMO – 2 certifiers on all modes of transportation.

3.2.1.4. Vehicle Ops – ADR drivers.

3.2.2. MDG – 2 UDGA's (ADR, IMDG) and 2 TE per clinical waste (CW) collection point. 2 ADR drivers.

3.2.3. CE – 2 UDGA's (ADR, IMDG).

3.2.4. Hazardous Waste – 2 TE (Primary and Alternate) per collection point. See attachment 3 for a detailed list. It is the responsibility of the unit to request the training from the UDGA/IDGA.

3.2.5. Units consuming DG – A number of TE ensuring proper identification of the material. It is responsibility of the unit to request the training from the UDGA/IDGA.

Chapter 4

VEHICLES AND EQUIPMENT

4.1. LRS. Identification and Inspection requirements:

Table 4.1. LRS Identification and Inspection Requirements.

Type	Registration	Vehicle inspection	Tank inspection
C300	09C470	Yearly 15th September	Every 3/6 years
C300	04C047	Yearly 15th September	Every 3/6 years
C300	08C032	Yearly 15th September	Every 3/6 years
C300	08C033	Yearly 15th September	Every 3/6 years

4.1.1. Transport documents. All transportation must include a transport document containing the fields required by ADR, paragraph 5.4.1.1, which in general include the proper shipping name, address of both the consignor and the consignee and the amount carried. This documentation must be kept for 5 years and will serve to justify the amounts in the annual report. Transportation DoD forms may be used as long as the required information is present.

4.1.2. Pre-inspection. A week before the ADR certification of vehicles and/or tanks the IDGA shall perform a pre-inspection to ensure possible flaws are corrected before the official certification. It is the unit(s) responsibility to contact the IDGA and schedule such inspection. If the dates are inconvenient, the unit shall propose a new date (always before the initial date) to the IDGA who may or may not accept it.

4.1.3. Fines. Portuguese law “Dec-Lei 41-A/2010” implements ADR in Portugal and establishes the fines amounts and procedures. Failing to show authorities ADR driver or vehicle/tank certificates may lead to fines up to 2250 euros for the driver and 4500 euros for the head of the organization (65 ABW/CC). Additionally, the transport unit may be stopped.

4.2. Remaining processes. Other vehicles used for the carriage of DG must comply with general vehicle requirements. Furthermore the vehicle must be suitable and must allow a proper load securing of the contents (packages, cylinders, drums, etc) IAW ADR, paragraph 7.5.7. Open or ventilated vehicles are highly recommended for the transport of DG (if not available transport restrictions may apply per ADR provisions).

4.3. Equipment and other general requirements. If U.S. laws and regulation already being applied are more stringent than ADR, they must continue to be observed. If not, the provisions of ADR, especially Part 8, must be complied with, including the following:

4.3.1. Documentation (see ADR, chapter 8.1. for further details):

4.3.1.1. Transport documents.

4.3.1.2. Instructions in writing (in an easily accessible place!).

4.3.1.3. Identification of all crew members including photograph

4.3.1.4. Certificate of approval of each transport unit (mandatory for tank-vehicles)

4.3.1.5. Driver’s ADR training certificate (mandatory for tank-vehicles)

4.3.2. Fire-Fighting equipment. The provisions of section 8.1.4. ADR must be complied with.

Table 4.2. Summary Table:

Vehicles	Requirement	Remarks
Up to 3.5 t	2 kg for cab plus 2 kg	e.g. small van
Over 3.5 t and up to 7.5 t	2 kg for cab Total 8 kg (usually one 6 kg but other provision is acceptable as long as there is one 6 kg)	
Over 7.5 t	2 kg for cab Total 12 kg (including at least one 6 kg)	e.g. C300
Any vehicle carrying dangerous goods under the small load limit or carrying only infectious substances	One 2 kg only	

4.3.3. Miscellaneous equipment:

4.3.3.1. Wheel chock, suitable to wheel diameter and vehicle maximum mass.

4.3.3.2. Self-standing warning signs.

4.3.3.3. Eye rinsing liquid.

4.3.3.4. For solids and liquids of classes 3, 4.1, 4.3, 8 and 9: Shovel, drain seal, and collecting container.

4.3.3.4.1. Per member of the vehicle crew:

4.3.3.4.2. Warning vest.

4.3.3.4.3. Portable lighting apparatus.

4.3.3.4.4. Protective gloves.

4.3.3.4.5. Protective goggles.

4.3.3.4.6. For hazard classes 2.3 and 6.1: An emergency escape mask.

4.4. Portable Tanks and Tank containers. The provisions of ADR, Part 6 apply (for portable tanks Chapter 6.7 and for tank-containers Chapter 6.8). IMDG 6.7.2.19 sets inspection requirements for portable tanks intended for transport of DG of classes 1 and 3 to 9 (see sections 6.7.3, 6.7.4 and 6.7.5 for gases). General requirement is a 5-year periodic inspection and test with an intermediate inspection and test (2.5 years).

4.4.1. CES. IMDG requirement:

Table 4.3. CES - IMDG requirement:

Type	Serial number	5-year inspection/test	2.5-year inspection/test
Tank-Container	NCTE10T11837	September 2015	March 2013
Portable tank	NCTE07T02264	March 2012	September 2014
Tank-Container	USFU 000500-7	June 2016	December 2013

4.5. Waste. Vehicles transporting waste outside the installation must comply with the provisions of the ADR (if not under any exemption) and additionally verify compliance with other regulations including local environmental laws. As a rule, the waste transportation unit must also carry a “guia de acompanhamento rodoviario de residuos” as required by the Azores government (website). If a waste final destination is mainland Portugal, the transport unit must comply with the provisions of the IMDG code for the sea portion and also for the mainland road portion with “Portaria 335/97 de 16 de Maio”.

4.6. Transportable pressure equipment. Directive 2010/35/EU regulates the use of pressure equipment such as gas cylinders in EU territory. IAW the directive, DOT cylinders are only allowed IAW ADR if the “Pi” symbol () is shown on the cylinder.

Chapter 5

TRAINING

5.1. General. HAZMAT training is already present in USAF; therefore, this program must only complement the training in order to comply with USAFEI 23-104. Courses available for HAZMAT/HW movement (or DG) are available in the USAFEI 23-104. The training prescribed in this instruction covers only the personnel identified in Chapter 3. If a unit CC or DGA identifies the need for other type of training (for example based on a new process), they should contact the IDGA to coordinate the proper training and update this instruction.

Chapter 6

DOCUMENTATION AND REPORTING

6.1. General. All records related to DG transportation must be kept for 5 years unless otherwise specified. This includes transportation documents, training records, certifications and reports. A unit DG folder must be updated and it must follow the guidance of Attachment 5.

6.2. Reports.

6.2.1. DGA monitoring report. Each unit transporting DG will be officially monitored at least once a year. Attachment 1 shows the list the IDGA has identified as involved in DG transportation and therefore requiring monitoring. If a unit or office is not on the list but is somehow involved in the transportation of DG, the unit or office must contact the UDGA or IDGA to know requirements and to be added to the monitoring schedule. In case of doubt, always contact the UDGA/IDGA.

6.2.2. Accident report. As per USAFEI 23-104, the IDGA is required to submit an accident report whenever an accident occurs. All offices and units are required to notify the IDGA when such situation occurs. The penalty for not documenting/reporting such situations is very severe IAW host-nation law. These forms (USAFE form 61) can be inspected by host-nation authorities.

6.2.3. Quarterly report. USAFE Form 62, Quarterly DGA Activity Report must be submitted to USAFE CGDA IAW USAFEI 23-104. A quarterly briefing to 65 MSG/CC is also mandatory.

6.2.4. Annual report. The IDGA must submit an Installation Dangerous Goods report annually by 15 January each year to USAFE CDGA using USAFE Form 60. Therefore, all UDGAs will submit a USAFE Form 60 to the IDGA by 15 December each year.

6.3. Unit Operating Instruction. The purpose of such instruction is to protect the mission by writing a document clarifying and specifying EU DG requirements. Therefore, if a unit moves a considerable amount of DG, a unit DG OI must be created. If a unit has deployment requirements and the mission involves DG, an OI must be created. In case of doubt, the IDGA will inspect the unit and provide a recommendation to the Unit Commander.

6.4. Inventory. All units consuming DG must keep an inventory by UN number and storage location. In case of sensitive items the technical name or description is not necessary. A template spreadsheet may be obtained from the IDGA office.

Chapter 7

CONTRACTING/SUPPLYING

7.1. Contracting. Contractors working at Lajes Field must comply with Portuguese and applicable EU regulations regarding transportation of Dangerous Goods (HM/HW) when conducting their business.

7.2. Statement of Work (SOW). All contracts should include a statement requiring adherence to Portuguese/EU regulations to reinforce USAF interests in ensuring compliance with host-nation rules when operating outside the installation. All contractors, including for example carriers, construction, and cleaning, must comply with DG regulations. The statement should also allow inspection (by DGAs) of the work/construction sites, vehicles, and personnel handling DG in order to confirm compliance.

7.3. Material Safety Data Sheet (MSDS). Regulation (EC) Nr. 1272/2008 commonly known as CLP (classification, labeling and packaging) implements GHS (Globally Harmonized System of Classification and Labeling of Chemicals) in Europe. The GHS is a United Nations system to identify hazardous chemicals and to inform users about these hazards through standard symbols and phrases on the packaging labels and through safety data sheets (SDS). Guidance on MSDS is given on *COMMISSION REGULATION (EU) No 453/2010 of 20 May 2010*.

NOTE: IAW the above directive, a supplier must provide an SDS (IAW EU legislation) to the USAF (as customer in the European theater) when supplying a dangerous substance or preparation. See Attachment 6 for MSDS details and requirement examples. If unable to obtain the appropriate MSDS, contact the IDGA office.

Chapter 8

SPECIAL PROCEDURES

8.1. High Consequence items. Movement of DG in the military world is inevitable. This includes items that are considered high consequence items/DG either by US or EU/host-nation laws and regulations and for that reason, require special safety measures. This occurs in all transportation modes and in general refers to a security plan requirement. In September 2011 the following references were applicable: IATA DGR Chapter 1.6, ADR Section 1.10 and IMDGC Section 1.4. The provisions of AFMAN 24-204 and 49 CFR Subpart I – Safety and Security Plans of PART 172 have priority over the other mentioned regulations. If a unit moves high consequence items (either IAW 49CFR or ADR), it must have a security plan.

8.2. Contingency/Deployments. To accomplish their mission effectively, all units transporting DG must have trained personnel to ensure the mission is not jeopardized and that U.S. assets are protected. IAW ADR (which is mandatory in EU but applied elsewhere, e.g., Turkey), the owner of the DG is responsible to correctly identify and classify it. Therefore, a unit must have the capability to identify or certify their DG when returning from other scenarios such as exercise locations. Minimum manning should be at least 1 deployable TS available at all times enabling the unit to move their DG. If a unit contingency and/or deployment plan exists, it should incorporate this requirement. If not, a DG operating instruction should be created.

MARTIN L. ROTHROCK, Colonel, USAF
Commander, 65th Air Base Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

ADR, European Agreement Concerning the International Carriage of Dangerous Goods by Road

AFI 24-203, Preparation and Movement of Air Force Cargo

AFI 32-7086, Hazardous Materials Management

AFI 32-7086, USAFE Supplement

AFI 32-7042, Solid and Hazardous Waste Compliance

AFMAN 24-204, Preparing Hazardous Material for Military Shipments

AFM 91-201, Explosive Safety Standards

AFM 91-201, USAFE Supplement

CFR49, Parts 100 to 185, Transportation

DOD 4500.9-R, Defense Transportation Regulation (DTR)

DOD 4500.36-R, Management, Acquisition and use Motor Vehicles

USAFEI 24-203, Safe Movement of Hazardous Goods by Surface Modes

USAFEI 23-104, USAFE Command Dangerous Goods Program

USAREUR 55-48, Blocking and Bracing for Motor Transport

Prescribed Forms

None

Adopting Forms

None

Abbreviations and Acronyms

ADR—European Agreement Concerning the International Carriage of Dangerous Goods by Road

CC—Unit Commander

CDGA—Command Dangerous Goods Advisor

CDGP—Command Dangerous Goods Program

CLP—Classification, Labeling and Packaging Directive (EC 1272/2008)

DG/HW—Dangerous goods and hazardous wastes regulated by ADR and CFR49

DRMS—E—Defense Reutilization and Marketing Service – Europe

DTS—Defense Transportation System

EQ—Exempted Quantities IAW ADR, Chapter 3.5
EWC—European Waste Catalog
FGS—P—Final Governing Standards – Portugal
FCG—Foreign Clearance Guide
GHS—Global Harmonized System of Classification and Labeling of Chemicals
HAZMAT—Hazardous Material (in context of this instruction = dangerous material)
HM—Hazardous Materials
HMIRS—Hazardous Material Information Resource System
HW—Hazardous Waste
HWAP—Hazardous Waste Accumulation Points
HWSA—Hazardous Waste Storage Areas
IATA—International Air Transportation Association
ICAO—International Civil Aviation Organization
IDGA—Installation Dangerous Goods Advisor
IMDG—Code—International Maritime Dangerous Goods Code
JHCS—Joint Hazardous Classification System
LQ—Limited Quantities IAW ADR, Chapter 3.4
MSDS—Material Safety Data Sheet
N/R—Not regulated for transportation
OECD—Organization for Economic Co-operation and Development
PG—Packaging Group
PSN—Proper Shipping Name
POV—Privately Owned Vehicles
PPE—Personal Protective Equipment
QTY—Quantity
SDS—Safety Data Sheet
TE—Technical Expert
TS—Technical Specialist
UDGA—Unit Dangerous Goods Advisor
UN—United Nations

Terms

Closed Vehicle— A vehicle having a body capable of being closed.

Combination packaging— Combination of packaging for transport purposes, consisting of one or more inner packaging secured in an outer packing in accordance with 4.1.1.5, ADR.

Command Dangerous Goods Program— USAFEI 23-104.

European Waste Catalog— Provides Classification and Disposal Instructions for HW Functional elements.

Dangerous Goods— Hazardous Materials listed by UN Numbers, regulated by 49CFR, ADR, IMDGC or IATA DGR.

Hazardous Materials— In context of this instruction; all material defined as Dangerous Goods and Hazardous Waste; including substances and mixtures listed in GHS/CLP as hazardous.

Hazardous Substances and Mixtures— Chemicals classified as hazardous IAW CLP.

Hazardous Waste— Waste listed as hazardous in the European Waste Catalog (AVV), regulated by ADR and/or CLP.

Hazardous Waste Accumulation Points— An area at or near the point of generation for collecting and storing HW.

Hazardous Waste Storage Areas— Locations on the installation where HW is collected and stored prior to shipment for treatment or disposal.

Military vehicles— includes leased vehicles exclusively used by military units.

Movement (of DG/HW)— Includes preparation, transportation, temporary storage and receipt of DG/HW.

Overpack— Enclosure used to contain one or more packages, consolidated into single unit easier to handle and stow during carriage.

Packaging— The processes and procedures used to protect materiel from deterioration, damage, or both. It includes cleaning, drying, preserving, packing, marking, and unitizing.

Retail quantities— Packages on shelf ready for sale.

Responsible Personnel— Commanders in charge of DG/HW operations.

Salvage Packaging— A special packaging into which damaged, defective or leaking dangerous goods packages, or dangerous goods that have spilled or leaked, are placed for purposes of carriage for recovery or disposal.

Sheeted Vehicles— An open vehicle provided with a sheet to protect the load.

Safety Advisor— Installation DGA.

Transport Unit— Vehicle (i.e. tractor and flatbed trailer loaded with ISO Containers).

Transportation Chain— multimodal transportation of DG (e.g. Road-Rail-Vessel-Road).

Unit Commander— Squadron or Group Commanders.

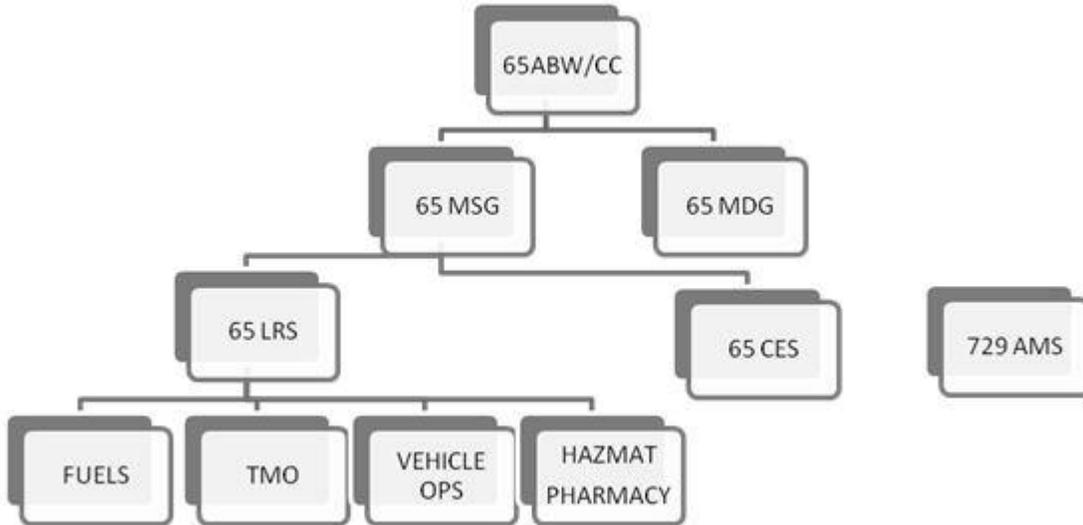
Written Instructions— Prescribes actions to be taken by driver in case of an accident or emergency.

NOTE: For additional Abbreviations, Acronyms, and Terms relating transportation of DG, see DTR Volume II and ADR Chapter 1.2.

Attachment 2

LAJES DANGEROUS GOODS PROGRAM STRUCTURE

(Excluding units consuming DG without responsibilities in the movement outside the installation)



Attachment 3**PREPARATION AND CARRIAGE OF DG/HW**

Step 1 – Training. Unit Commanders will ensure only qualified personnel are trained and appointed IAW USAFEI 23-104 will be used for preparation and movement of hazardous material/waste (HM/HW). Personnel must be trained before working preparation or movement activities.

Step 2 – Identify Material. Determine if property is hazardous. Ensure HM/HW is authorized for transport. Proper information may be obtained from one of the following data files/sources:

- a. Manufacturer, Shipper, Ordering Party of the Shipper
- b. Hazardous Material Information Resource System (HMIRS)
- c. Enterprise Environmental Safety and Occupational Health-Management system (EESOH-MIS)
- d. Material Safety Data Sheets (MSDS)
- e. Joint Hazardous Classification System (JHCS)
- f. Technical Directives or Orders
- g. Interim Hazard Classification

NOTE: IHCs are only authorized for the purpose of testing. IHCs issued by DOD agencies listed in DTR Part II, chapter 204, must be verified by the host-nation competent authority (HNCA). Units must be prepared to pay for the approval document of the HNCA.

- a. European Waste Catalog (EWC) – (HW only)
- b. Organization of Economic Cooperation and Development (OECD) code for HW.

NOTE: For hazardous material units will ensure the Safety Data sheet conforming to EC directive 453/2010 is maintained. For HW the waste monitors will maintain the USAFE version of DMRS Form 1930.

Step 3 – Identify Contents of DG/HW. Copy following information from appropriate HAZMAT data files to determine correct packaging and movement requirements in the DG list:

- a. UN Number (always required)
- b. Proper Shipping Name
- c. Class or Classification Code (if assigned)

- d. Technical Name (if required)
- e. Packaging Group (if assigned)
- f. EWC/OECD-Code (HW only)

NOTE: Contact Unit or Installation DGA for assistance if UN number identified is not listed in the DG list.

Step 4 - Shipment Planning. Use information obtained through Steps 2-3 to determine item specific requirements/provisions prescribed in the DG list provides necessary information required for the packaging, labeling, marking, and carriage of DG/HW. Identify waivers, exemptions, limited, and excepted quantity limits that may partially or totally exempt DG from the requirements of ADR, IMDG or IATA DGR.

Step 5 – Packaging. Prepare DG/HW for transportation. Type of package, packaging requirements, marking, and labeling must comply with the appropriate modal regulation.

Step 6 – Documentation. Prepare transport documents in accordance with the appropriate modal regulation.

Step 7 – Compatibility/Segregation. Packages bearing different danger labels may only be loaded together in the same vehicle or container if permitted by compatibility/segregation tables outlined in modal regulations.

Step 8 – Type of vehicles and equipment. Transport unit must be in good structural and mechanical condition and authorized for carriage of DG/HW according to DOD and established Air Force regulations/policies.

a. Only vehicles equipped with proper anchor points (e.g. to secure load with tie down equipment of chains) or equivalent load securing methods (barriers) may be used to transport packages containing DG/HW.

b. POVs are not authorized to carry DG/HW (other than in exempted quantities by private individuals) unless explicitly authorized by the DOD Component HQ due to operational necessity.

c. Under no circumstances will DG/HW be carried in vehicle passenger compartment.

d. Closed or sheeted vehicles may be used for carriage of packaging sensitive to moisture.

e. Open or ventilated vehicles/containers may be required to carry DG/HW, if directed by the Special Provisions for Carriage outlined in Chapter 3.2, Table A, Column ADR (e.g. CV 36 or V14).

f. Miscellaneous Equipment and Fire-Extinguishers will be carried IAW ADR, Chapter 4.

Step 9 – Load Securing. Packages containing DG/HW must be securely fixed or packed in vehicles or containers to prevent movement or release of dangerous goods during transportation. AE 55-48, Blocking and Bracing for Motor Transport, Technical Orders or MIL-STD may provide load securing (blocking and bracing techniques) and load stuffing principles for responsible personnel.

Step 10 – Placarding. HAZMAT placards and orange-colored plates. Tank-vehicles (including tank-vehicles not drained and purged) and other transport units or large containers (ISOs and MILVANs) carrying DG exceeding threshold limits specified in ADR, Table 1.1.3.6.3 must be placarded, marked and furnished with orange-colored plates according to ADR, Chapter 5.3.

Step 12 – Vehicle Crew. Drivers of vehicles transporting DG/HW in quantities exceeding the exemption limits prescribed in ADR, paragraph 1.1.3.6, must possess a valid ADR driver certificate and a drivers license required for size and type of vehicles used for transportation. Prior to the journey, the consignor/carrier must brief the driver on the contents of the load, any necessary miscellaneous requirements, requirements concerning the supervision of transport units and emergency procedures in case of vehicle breakdown, accident and/or accidental release of DG/HW.

Step 13 – Security. Regardless of quantity, before releasing HAZMAT to driver(s), shipper/loader will verify crew members' identification card/ID, which must include photographs of the individuals.

The following general checklist summarizes the steps and should be adapted to each unit requirement:

Is the person certifying the HAZMAT properly trained and appointed?	Yes	No	N/A
Is the HAZMAT properly identified and authorized for transport?			
Is the HAZMAT for movement (DG) exempt from modal regulations?			
Are transport documents prepared IAW the applicable modal regulation?			
Are the DG packed, marked and labeled IAW the applicable modal regulation?			
Can all the DG be loaded together (compatibility/segregation)?			

Are all DG properly load secured?			
Are the vehicles suitable for transport, equipped and placard IAW ADR?			
If not exempt, is the driver ADR certified?			
Was the driver briefed (contents, security, emergency-instructions in writing)?			
Does the DG require a security plan?			
Was the driver ID (with photograph) checked?			

The checklist used must be dated, signed, and kept for 5 years.

Attachment 4

HAZARDOUS WASTE COLLECTION POINTS

Site	Shop	Phone
T-207	Dry Cleaning	535-3630
T-216	LRS/Vehicle Maintenance	535-3840
T-234	DoDDS	535-1105
T-260	LRS/Allied Trades	535-4205
T-320	AAFES	535-5125
T-424	Auto Hobby Shop	535-3513
T-424	Services island garage	535-3174
T-521	Housing Maintenance	535-6251
T-561	CES/Self Help Shop	535-2010
T-572	CES Electric Shop	535-6399
T-574	HVAC	535-4275
T-575	CE Paint Shop	535-6276
T-576	Horizontal	535-4170
T-588	Dental Clinic	535-3139
T-624	Power Plant #1	535-4155
T-628	Power Plant #2	535-3307
T-705	Corrosion Shop	535-3669
T-706	AGE/OSS	535-5118
T-715	729 AMS	535-4289
T-740	Preventive Maintenance	535-1120/6132

T-717	463L/Fire Truck	535-2291
T-768	Refueling Maintenance	535-6132
T-773	Fire Depart	535-5166
T-815	Small Arms	535-5280
T-828	Type 3 system	535-6195
T-1211	LRS/TTU	535-4284
T-1629	POL/South Tank Farm	535-5259
T-1631	CES/Liquid Fuels	535-6195

Attachment 5

DANGEROUS GOODS STORAGE LOCATIONS

Location	Organization	Phone
T-200	65 CES	535-3307
T-207	SVS/Laundry	535-3630
T-216	65 LRS	535-3840
T-234	DoDDS	535-3357
T-500	AFBS DET 6	535-3497
T-260	65 LRS	535-4205
T-320	AAFES	535-5125
T-326	DeCA	535-6277
T-416	65 MDG	535-4244
T-424	65 SVS	535-3513
T-424	Contractor	535-3174
T-425	65 MDOS	535-6206
T-502	65 CS	535-5229
T-521	65 CES	535-6846
T-561	65 CES	535-3951
T-569	65 CES	535-3962
T-572	65 CES	535-6399
T-573	65 CES	535-6195
T-574	65 CES	535-2197
T-575	65 CES	535-6276
T-576	65 CES	535-3141

T-582	DRMO	535-3358
T-588	65 MDG/SGOD	535-3139
T-611	65 LRS	535-3840
T-615	65 COMM	535-6393
T-624	65 CES	535-4155
T-660	65 LRS	535-6450
T-705	65 OSS/MAF	535-2200
T-706	65 OSS	535-5118
T-708	65 LRS	535-6450
T-709	729 AMS	535-1408
T-715	729 AMS	535-3669
T-740	65 LRS	535-6869
T-767	65 LRS	535-2291
T-768	65 LRS	535-6132
T-773	65 CES/CEF	535-5166
T-800	AAFES	535-3603
T-815	65 SFS	535-3222
T-818	65 LRS Pharmacy	535-3405
T-824	65 LRS	535-6193
T-1211	65 LRS	535-4284
T-1629	65 LRS	535-2364
T-1631	65 CES/CEOIL	535-6195

Attachment 6

UNIT DANGEROUS GOODS FOLDER

TAB	CONTENT	EXAMPLES
A	Appointment orders	USAFE Forms 66 (UDGA) and 67A/B (Certifier, TS)
B	USAFEI 23-104 CDGP	
C	Lajes Field IDGP	
D	Reports	USAFE Form 60-63
E	Inventory and MSDS	All DG by UN number and respective MSDS
F	List of unit trained personnel	Include at least name, rank, training date, and DEROS
G	Vehicles/tanks	Inspections and certificates
H	Other	checklists

Attachment 7**MSDS REQUIREMENTS**

If the hazardous material in question is going to be transported in EU territory beyond Lajes military installation, the SDS must comply with European Union regulations.

IAW Commission Directive 91/155/EEC Article 3: “The safety data sheet referred to in Article 1 shall contain the following obligatory headings:

1. Identification of the substance/preparation and of the company/undertaking.
2. Composition/information on ingredients.
3. Hazards identification.
4. First-aid measures.
5. Fire-fighting measures.
6. Accidental release measures.
7. Handling and storage.
8. Exposure controls/personal protection.
9. Physical and chemical properties.
10. Stability and reactivity.
11. Toxicological information.
12. Ecological information.
13. Disposal considerations.
14. Transport information.
15. Regulatory information.
16. Other information.

It shall be incumbent on the person responsible for placing the substance or preparation on the market to supply the information specified under these headings. This information shall be compiled IAW the Explanatory Notes in the Annex. The safety data sheet shall be dated.

Requirement examples:

HAZMAT coming from the U.S. with SDS IAW U.S. standards which is not compliant to the European regulations and that is handled by EU civilians or contractors (such as fire extinguishers, pressurized gas cylinders, oils, batteries, etc.) requires a Material SDS IAW EU directive.

When a person delivers HM/HW for movement it becomes his responsibility to provide the Material SDS IAW EU directive! Ask the initial supplier to provide the correct SDS!

If unable to obtain a correct SDS contact the UDGA/IDGA for assistance.

Attachment 8

SMALL LOADS EXEMPTION CHECKLIST

Company/Unit (consignor):

Date:

Driver:

Vehicle Registration number:

Type of packages	UN number + proper shipping name IAW ADR	Class	Packaging Group	Classification code	TC	Single amount x number = total x risk factor = index				
Cylinder	UN 1965 HYDRO CARBON GAS MIXTURE, LIQUIFIED	2	N/A	2F	2	30	3	90	2	180
Cylinder	UN 1072 OXYGEN COMPRESSED	2	N/A	1O		40	1	40	1	40
Jerrican	UN 1203 GASOLINE/MOTOR SPIRIT/PETROL	3	II	F1	2	5	20	100		
Drums	UN 1202 DIESEL FUEL/HEATING OIL	3	III	F1	3	200	1	200		
Box	UN 0345 PROJECTILES,	1	n/a	1.4S	4	1,5	20	30		
						Total risk points				
						< 1000 ?				
						Transport IAW 1.1.3.6 ADR				
						MORE THAN 1000?				
						Transport IAW 1.1.3 c) ADR				

Attachment 9

C300 ADR CHECKLIST

NOTE: If U.S. laws and regulations already being applied are more stringent than ADR, they must continue to be observed. If not, the provisions of ADR, particularly Part 8, must be complied with.

*NOTE 2: UN1202 DIESEL, 3, III
20 000 liters*

Operator (name and rank): _____

Signature and date: _____