

**BY ORDER OF THE COMMANDER
56TH FIGHTER WING (AETC)**

LUKE AFB INSTRUCTION 24-203



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Transportation

**HAZARDOUS MATERIALS
TRANSPORTATION SECURITY PLAN**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFRM 24-2, *Preparation and Movement of Air Force Materiel*. This instruction also implements policy directives to meet requirements of Department of Transportation (DOT) Security Regulations (HM-232). The DOT requires a security plan from persons who offer transportation or transport in commerce one or more of the hazardous materials (HM) listed in Subpart G of Code of Federal Regulations (CFR) 49, Para 107, or a select agency or toxin regulated by the Centers for Disease Control and Prevention (CDC) in CFR 42, Part 73. These HM are also listed in Defense Transportation Regulation 4500.9R, Chapter 204. This publication does not apply to Air Force Reserve Command (AFRC) and to Air National Guard (ANG) Units. 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 Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at

<https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

SUMMARY OF CHANGES

This publication is substantially revised and must be completely reviewed. It has been revised to expand on the procedures and responsibilities of the unit Transportation Security Plan

Representatives (TSPR) to ensure military and DoD civilian motor vehicle operators who transport hazardous materials are properly licensed and trained.

BACKGROUND. Since 11 September 2001, government agencies have increased security requirements for Hazardous Material (HM) being transported over commercial highways that could pose a serious danger to national security. Recent enactments by the Department of Homeland Security, in conjunction with other federal agencies, have mandated increased measures be taken to protect shipments of HM and certain hazardous waste. The DOT enacted changes to CFR 49, Part 172, adopted 20 Jun 03, by final rule that requires persons who offer certain HM for transportation in commerce and persons who transport certain HM in commerce to develop and implement security plans consistent with CFR 49, Part 172, changes by 25 Sep 03. The final rule also includes new security awareness training requirements for all HM employees. Guidelines for this requirement have been incorporated into CFR 49, Part 172, Subpart 1, DoD 4500.9R, Chapter 205, Para X. This instruction meets the security standards outlined and mandated by CFR 49, Part 172 and DoD 4500.9R, Part II.

1. SECURITY PLAN COMPONENTS. This plan specifically deals with transportation security of HM. This plan applies to personnel/employees who work in a shipping, receiving, or materiel handling area or who may be involved in preparing or transporting HM. For purposes of this plan, HM applies to new, off-spec, or wasted HM, including material waste deemed hazardous to include industrial process waste. Hazardous waste is shipped in accordance to CFR 49 under the Resource Conservation and Recovery Act.

1.1. For HM offered for shipment, 56th Logistics Readiness Squadron Cargo Movements (56 LRS/LGRDDC) will ensure commercial and government vehicle operators meet requirements as outlined in DoD 4500.9R, Chapters 204 and 205, before releasing materials to them. For HM managed by 56th Civil Engineer Squadron Natural Resources Management (56 CES/CEAN), the Program Manager will certify the carrier meets all applicable DOT requirements to ensure safe, secure, and efficient transport through the Defense Reutilization and Marketing Office (DRMO) hazardous waste contract.

1.2. For locations that store, handle, or transport HM, the applicable squadron commander will designate, in writing, facility, location, primary, and alternate TSPR responsible for requirements as outlined in this guidance. The squadron commander will also ensure assigned personnel who handle HM meet security and training requirements as outlined in this instruction.

1.3. Unauthorized Access.

1.3.1. Entry onto the installation is controlled by the 56th Security Forces Squadron (56 SFS) on a 24-hour per day basis. The 56 SFS personnel also patrol the installation 24-hours per day. Wing personnel/employees will notify 56 SFS (and their TSPR) if they at any time suspect an unauthorized entry or access to HM.

1.3.1.1. During patrols, the 56 SFS will pay particular attention to wing locations known to ship, receive, or store HM. These locations include:

1.3.1.1.1. Building 948, 56 LRS/LGRDDC, Cargo Movements

1.3.1.1.2. Building 927, 56 LRS/ LGRMSH, HAZMART

1.3.1.1.3. Building 374, 56 CES/CEAN, 90-Day Hazardous Waste Accumulation

Site

1.3.1.1.4. Building 960, 56 CES/CEAN, 90-Day Hazardous Waste Accumulation Site

1.3.2. The TSPR will perform facility/equipment inspections using Attachment 2. The TSPR is responsible for the following:

1.3.2.1. Inspecting facility to ensure gates and doors are closed and locked during non-duty hours.

1.3.2.2. Inspecting areas for any evidence of unauthorized entry. Immediately notify 56 SFS of any unauthorized entry. (Note: If any quantities of HM are determined to be missing, the squadron commander will immediately notify appropriate authorities and HQ AETC/A4R.)

1.3.2.3. Ensuring the building supervisor maintains positive control of all keys and locks in accordance with installation and squadron security criteria.

1.3.2.4. Ensuring access to HM is restricted to only authorized personnel. During increased FPCON, visitors will register, providing photo identification (e.g., driver's license, ID badge) at the time of registration and be escorted through the HM area.

1.3.2.5. Ensuring strict accountability of HM.

1.3.2.6. Conducting periodic inventory of HM to determine if loss or theft has occurred.

1.3.2.7. Ensuring after-hours access to HM is restricted to emergencies or mission-essential activities.

1.3.2.8. Requesting 56 SFS conduct periodic crime-prevention surveys.

1.3.2.9. Ensuring access to HM storage areas is limited to a single entry point.

1.4. En route Security.

1.4.1. In addition to requirements contained in this instruction, all applicable provisions of LUKEAFBI 24-201, *Shipping, Receiving, and Secure Holding of Explosives* will be met for handling explosives. The 56 LRS/LGRDDC will work with 56th Equipment Management Squadron (56 EMS) to ensure pick up and delivery of munitions shipments are properly scheduled and documentation is accurate to prevent any delays in the transportation pipeline.

1.4.2. For shipments of HM to off-base locations (over public access roads and highways), HM will only be released to properly identified representatives trained/certified to transport HM as required in DTR Part II and the CFR. The 56 LRS/LGRDDC will conduct advance planning to include liaison with the destination/consignee, carrier, and Surface Deployment and Distribution Command (SDDC) operations center to effect safe, secure, and efficient transport of HM. For HM managed by 56 CES/CEAN, the hazardous waste program manager will certify the carrier meets all applicable DOT requirements to ensure safe, secure, and efficient transport through the DRMO hazardous waste contract.

1.4.2.1. The 56 LRS/LGRDDC or 56 CES/CEAN will notify 56 SFS authorities of any known vulnerable HM shipments transiting Luke AFB.

1.4.2.2. The 56 LRS or 56 CES/CEAN will perform a joint accountability assessment at time of transfer between LRS/CEAN personnel and the transportation agent. The signature of the

56 LRS Traffic Manager or designated government agent (56 LRS/LGRDDC) and the transporter must be reflected on all transfer documentation managed by 56 LRS. Signature of the Hazardous Waste Program Manager (56 CES/CEAN) or designated government agent

(56 CES/CEAN) and the transporter must be reflected on all transfer documentation for HM managed by 56 CES/CEAN.

1.4.2.3. The transporter must secure HM in lockable compartments at the time of pick up. The transporter must provide and affix a numbered tamper seal (or other suitable locking mechanism) to the container and record the number and the time/date affixed to the container at the time of departure from Luke AFB. The vehicle must not depart the premises until this has been accomplished.

1.4.2.4. For transport vehicles that do not possess locking compartments, the vehicle odometer reading (at time of departure) will be recorded on the transfer documentation.

1.4.2.5. The transfer documentation must reflect the names and signatures of the transporter,

56 CES/CEAN, 56 LRS/LGRDDC or designated government agent, and seal number.

1.4.2.6. Qualified LRS or CEAN personnel and qualified commercial or military transporter will comply with all other appropriate federal, DoD, state, and local laws and policies pertaining to loading, securing, marking, placarding, and documentation of HM.

1.4.2.7. Whenever a seal is suspected of having been compromised, the following information will be noted/reported:

1.4.2.7.1. Date and time of discovery

1.4.2.7.2. Name and organization of person making the discovery

1.4.2.7.3. Circumstances

1.4.2.7.4. Serial numbers of new seals applied

1.4.2.7.5. Name and organization of person applying new seals

1.4.2.7.6. Name and organization of witnesses

1.4.2.8. Trucks with suspect seals will be held until it is determined there are no discrepancies in the shipment. When discrepancies are discovered, 56 LRS/LGRDDC will forward this information to HQ AETC and HQ SDDC, via SF 361/364 as required in the DTR Part II. The

56 CES/CEAN will coordinate all discrepancies with 56 LRS/LGRDDC for HM shipped under their control.

1.4.3. Reference LUKEAFBI 32-7002, *Hazardous Material Management*, for on base transfers of HM. Unregulated HM (below reportable quantities listed in CFR 49, 172.101), will only be released to properly identified supply customer representatives, transport agencies, or disposal facility. Customers are validated as authorized to receive HM via the Standard Asset Tracking System. For regulated quantities of HM (reportable quantities listed in CFR 49, 172.101) released to supply customers, unpackaging is not required for on-installation movement. Under these circumstances, some form of documentation, e.g., DD Form 1348-1A, *Single Line Item Requisition System Document*, Standard Form (SF) 361, *Transportation Discrepancy Report* or DD Form 836, *Dangerous Goods Shipping Paper/Declaration and Emergency Response*, must accompany the item to aid in tracking and managing the HM while on installation. This on-installation transport means the driver must go directly to the overpass (no deviations on public roads authorized). Furthermore, vehicle operators must receive training as indicated in Para 2.2.2. below. **Note:** HM is not authorized to be transported in POVs (reference DTR 4500.9R, Part 11, Chapter 204).

1.5. General Security Requirements.

1.5.1. Using Attachment 3 as a guide, the TSPR will develop a written site-specific plan that explains how employees/personnel should react to hazardous security incidents. Each employee at that site (building/area) must be trained and know the exact location of this plan. The TSPR will maintain records of all training, site plans, facility inspections, and/or security incidents involving HM for a period of 3 years.

1.5.2. All 56 FW personnel/employees will ensure (for locations that store/handle/transport HM) visitors park outside the facility unless specifically authorized to enter the area to load or unload HM or other property/material.

1.5.3. When applicable, personnel/employees will inspect departing vehicles (that had access to HM area) to ensure no unauthorized removal of material.

1.5.4. All 56 FW personnel/employees will ensure HM storage area/facility is never left unsecured.

1.5.5. The 56 SFS will use base media (e-mail, newsletters, and base paper/bulletin) to keep wing personnel aware of any increase in security threats, crime trends, or other identified vulnerabilities. Wing officials will notify wing personnel/employees of any increase in security threats as outlined in 56 FW OPLAN 10-1, Antiterrorism/Force Protection Plan.

1.5.6. The 56 SFS will ensure all DOT placarded vehicles are escorted to designated locations on the installation. Escort will be provided by personnel from the receiving agency. An SFS patrol will escort munitions shipments to the secure holding area. In the event of large quantities of HM, SFS support will be coordinated as necessary.

2. REQUIRED TRAINING. Current U.S. Department of Transportation (USDOT) regulations require training (and retraining) of all employees who perform work functions covered by the HM regulations (CFR 49, Parts 171-180). Any employee who works in a shipping, receiving, or materiel handling area or who may be involved in preparing or transporting HM requires training. Squadron commanders will ensure assigned unit personnel/employees meet the requirements outlined in this regulation and CFR 49, Subpart H and I. All training must be

conducted within 90 days of employment/assignment, and recurring training is required every 3 years.

2.1. General Awareness/Familiarization Training. The Office of HM Safety has prepared training modules that meet the requirements for General Awareness Training as prescribed in CFR 49, Part 172, Subpart H, <http://www.phmsa.dot.gov/hazmat/training/publications/modules>. The TSPR may use these modules to train assigned personnel/employees.

2.2. Functional-Specific Training.

2.2.1. In addition to general awareness training, TSPRs must ensure personnel/employees who transport HM are trained on local, state, and federal security requirements as outlined in the DTR and CFR, to include individual responsibilities.

2.2.1.1. The 56 LRS/LGRDDC will train assigned traffic management personnel on proper procedures for arranging transportation of HM, as indicated in the DTR Part II and CFR.

2.2.1.2. The 56 LRS/LGRDDC will not release shipments to military or commercial carriers who are not in compliance with DTR Part II and CFR. The 56 LRS/LGRDDC will ensure vehicle operators are provided HM response data and safe haven information as required in the DTR Part II and CFR.

2.2.2. The unit TSPR will ensure military and DoD employee motor vehicle operators who transport HMs are properly licensed and trained as indicated in the DTR Part II, Chapter 204, and AFI 24-301, *Vehicle Operations*. The employee/member must show proof of such training when operating a vehicle carrying HM over public highways.

2.2.2.1. Military members must receive General Awareness/Familiarization Training. The Office of HM Safety has prepared training modules that meet the requirements for General Awareness Training prescribed in CFR 49, Part 172, Subpart H at <http://www.phmsa.dot.gov/hazmat/training/publications/modules>. The TSPR may use these modules to train assigned personnel/employees. The TSPR will then coordinate with the unit's Vehicle Control Officer to ensure this HM competency is indicated on the AF Form 453, *Competency Card*. This HM training must be re-accomplished every 2 years.

2.2.2.2. Civilian employees must have a Commercial Drivers License (CDL) with a HM endorsement to transport HM over public highways when transporting in such quantities that requires the vehicle to be placarded. Civilian employees will purchase CDLs at their own expense and obtain any subsequent renewals and endorsements.

2.3. Security Awareness Training.

2.3.1. Employees must also be familiar with the provisions outlined in this instruction, to include security risks associated with movement and transportation of HM, and the importance of reporting suspicious activities to their supervisor and SFS. Each employee is responsible for immediately notifying SFS if they suspect a security breach. The TSPR must ensure the employee understands the following:

2.3.1.1. The HM products are essential to industry and the military, but must be protected against theft and/or sabotage.

2.3.1.2. The HM are most vulnerable while in transit.

2.3.1.3. Casual discussions with strangers regarding transportation routes, destinations, and types of loads are prohibited.

2.3.1.4. Ensure increased security of HM in transport by ensuring doors are locked in the transport vehicle.

2.3.1.5. Always verify a vehicle operator's credentials before loading/releasing HM. When questioned about HM transportation, it is important the person's identity is known and that they have a need to know.

JERRY D. HARRIS, JR.
Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 24-301, *Vehicle Operations*, 16 December 2010

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 24-2, *Preparation and Movement of Air Force Materiel*, 27 April 2011

Code of Federal Regulations (CFR) 49, Chapter 1, Paras 107 and 172, CFR 42, Part 73, and Subparts H and I, 26 August 2011

DoD 4500.9R, Defense Transportation Regulation (DTR), Part II, Cargo Movements, 8 January 2007

DOT Security Regulations (HM-232), 29 April 2008

56 FW OPLAN 10-1, Antiterrorism/Force Protection Plan, 29 July 2005

LUKEAFBI 24-201, Shipping, Receiving, and Secure Holding of Explosives, 10 October 2008

LUKEAFBI 32-7002, Hazardous Material Management, 6 July 2010

Adopted Forms

AF Form 453, *Competency Card*

AF Form 847, *Recommendation for Change of Publication*

DD Form 836, *Dangerous Goods Shipping Paper/Declaration and Emergency Response*

DD Form 1348-1A, *Single Line Item Requisition System Document*

SF 361, *Transportation Discrepancy Report*

Abbreviations and Acronyms

AETC—Air Education and Training Command

AFB—Air Force Base

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

CDL—Commercial Drivers License

CES—Civil Engineer Squadron

CFR—Code of Federal Regulations

DOT—Department of Transportation

DRMO—Defense Reutilization and Marketing Office

DTR—Defense Transportation Regulation

FPCON—Force Protection Condition

FW—Fighter Wing

HM—Hazardous Material

LRS—Logistics Readiness Squadron

RDS—Records Disposition Schedule

SFS—Security Force Squadron

SDDC—Surface Deployment and Distribution Command

TSPR—Transportation Security Plan Representatives

USDOT—U.S. Department of Transportation

Attachment 2

HM FACILITY INSPECTION CHECKLIST

Table A2.1. HM Facility Inspection Checklist.

Questions	Yes	No	N/A	Comments
1. Are all doors/windows secured?				
2. Do you have a list/manifest of what HM is on site?				
3. Are all gates closed and locked?				
4. Is there any evidence of unauthorized entry?				
a. If yes, contact the squadron commander and SFS immediately.				
5. Are any quantities of HM missing?				
a. If yes, contact squadron commander and AETC/A4R immediately.				
6. Are all keys and locks accounted for?				
7. Are all keys and locks secured?				
8. Are periodic inventories of HM conducted and recorded?				
9. During increased FPCONs, are visitors required to register and are they escorted?				
10. Are after-hours access to HM restricted?				
11. Are HM storage areas limited to a single entry point?				
12. Are SFS personnel conducting periodic crime-prevention sweeps?				
13. Do assigned personnel know location of the site plan?				
14. Do assigned personnel understand security risks of HM?				

Date/time: _____

Checked by:

(name/rank/signature)

Attachment 3

HM SITE PLAN FACTORS

Table A3.1. HM Site Plan Factors.

Question	Yes	No	N/A	Comments
1. Have you conducted a vulnerability assessment of your HMs?				
2. Do the access points have an entrance registration procedure?				
3. Are there security personnel at the access points?				
4. Are all entries to the facility recorded?				
5. Is there a listed procedure for exiting?				
6. Are all departures from the facility recorded?				
7. Are there specific procedures for closing and locking up the facility?				
8. Is there an alarm system on the perimeter of the facility?				
9. Is there an alarm system on the access points?				
10. Are cameras used to monitor the facility?				
11. Are security personnel used to monitor the facility?				
12. Is there adequate lighting for the facility grounds?				
13. Is there a fence or similar barrier around the perimeter of the facility?				
14. Is the barrier in good repair and secure?				
15. Are keys to these locks managed?				
16. Is the facility security in compliance with all federal, state, and local laws and regulations?				
17. Are security logs kept?				
18. Are security logs and/or incident reports were reviewed?				
19. Is there a current security plan?				
20. Have all assigned personnel been trained as required?				
21. Is all training documented and kept for 3 years?				
22. Are all TSP inspections and documentation kept for 3 years?				