

**BY ORDER OF THE COMMANDER
NIAGARA FALLS AIR RESERVE
STATION**

**NIAGARA FALLS AIR RESERVE STATION
INSTRUCTION 24-201**

22 AUGUST 2016



Transportation

***GROUND TRANSPORTATION OF
EXPLOSIVES AND HAZARDOUS
MATERIALS***

COMPLIANCE WITH THE PUBLICATION IS MANDATORY

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This instruction implements and extends the guidance of Air Force Instruction 24-203, *Preparation and Movement of Air Force Cargo*. It establishes procedures for transporting explosives and other hazardous material onto a public highway by Air Force motor vehicles, operated by Air Force military and civilian personnel. The requirements of Title 49, *Code of Federal Regulation (CFR)* and (DTR) 4500.9R, *Defense Transportation Regulation* have been incorporated into this instruction. It applies to all Niagara Falls Air Force Reserve installation personnel having the requirement to transport explosive and hazardous material off base and onto public highways. Transportation of all hazardous materials will be coordinated with the 914th /107th Airlift Wing Traffic Management Office (TMO). In addition all munitions will be coordinated with the 914th /107th Munitions Accountable Systems Officer (MASO). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) 847, *Recommendation for Change of Publication*; route AF 847s 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 Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>.

SUMMARY OF CHANGES

This publication was revised to include the 107th Airlift Wing and HHT 2nd Squadron -101st Cavalry (RSTA). The 107th AW and HHT 2nd Squadron -101st Cavalry (RSTA) are tenant units on Niagara Falls ARS and will manage their munitions stockpile under their own Stock Record Account Number (SRAN). The HHT 2nd Squadron -101st Cavalry (RSTA) and 107th AW has agreed to follow the duties and responsibilities within this instruction.

1. Introduction.

1.1. Planning for Deployments: The requirements of this instruction also applies to contingencies, peacetime deployments, and exercises where explosives and hazardous materials are involved and will be required to be transported onto public highways. At no time is the observance of explosives safety practices more important than when deploying and/or employing combat forces.

1.2. Explosives and Hazardous Material Handling: Drivers must be qualified to operate the vehicle and be knowledgeable of the cargo being transported IAW AFMAN 91-201, Explosives Safety Standards and AFMAN 24-306 (I). Air Force civilian drivers must have a commercial drivers license and must have a 4-306 (I).

1.3. Explosives and Hazardous Material Mishap Notification: Should a mishap occur involving explosives or hazardous material of any type, immediately notify the local authority where the accident occurred. Ensure evacuation of all personnel at least 4000' for class/div 1.1, 2500' for class/div 1.2, 600' for class/div 1.3 and 300' for class/div 1.4 from the immediate scene. For all other hazardous materials, drivers should consult the Emergency Response Guidebook for emergency response information. Once civil authorities have arrived on scene, and directed to the accident site, notify the base Fire Department (x2086), the Command Post (x2150), Wing Safety (914th x2142, 107th x6347), the Transportation Officer (914th x2221, 107th x2490), and the MASO (914th x2420, 107th x3535).

2. Duties and Responsibilities:

2.1. The 914th and 107th Airlift Wing Commanders has the ultimate responsibility to ensure the safe transportation of hazardous materials and explosives. Both the 914th / 107th TMO Managers are appointed to manage the program. All personnel transporting explosives will read and fill out the Specific Task Instruction in **Attachment 2, Table A2.1** prior to the beginning of any explosive operation. It is the responsibility of the person in charge of the operation to ensure all personnel are aware of the hazards involved, and **Attachment 2, Table A2.1** has been briefed and filled out completely.

2.2. The TMO Managers and the 914th / 107th Logistics Readiness Squadron/CC will:

2.2.1. Ensure the requirements of Title 49 CFR dealing with the transportation of hazardous materials and explosives are complied with.

2.2.2. Ensure written procedures are developed to provide local guidance for implementation of existing directives governing the transportation of explosives off base.

2.2.3. Provide initial and every two years thereafter, drivers training as required by Department of Defense (DOD) 4500.9R. Training will be documented using AF Form 483 "Certificate of Competency".

2.2.4. Maintain training documentation on those individuals qualified to complete and sign DD Form 626, “**Motor Vehicle Inspection (Transporting Hazardous Materials)**” and DD Form 836, “**Dangerous Goods Shipping Paper/ Declaration and Emergency Response Information for Hazardous Materials Transported by Government Vehicles.**”

2.2.5. Provide the required Department of Transportation (DOT) placards as outlined in Subpart F of Title 49, CFR, Part 172, for those units required to transport explosives off base.

2.2.6. Provide a current copy of the North American Emergency Response Guidebook.

2.2.7. Provide the qualified individuals to certify the DD Form 836 for each shipment when the unit task certifiers are not available. Should no one be available, then coordinate to provide this service using someone from another unit.

2.3. The unit commander and functional managers having activities involving the off-base transportation of explosives and hazardous materials will:

2.3.1. Ensure that all pre-approved convoy routes are strictly adhered to and any deviations reported back to home station. (**NOTE:** All local Department of Transportation Laws Apply).

2.3.2. Request in writing, from the TMO, drivers training as required by 49 CFR 177, subpart A.816 and DOD 4500.9R.

2.3.3. Obtain from the Base Transportation Officer, the required DOT placards as outlined in Subpart F of Title 49, CFR, Part 172, for the type of explosives or hazardous material being transported.

2.3.4. When personnel are preparing to transport explosives or any other hazardous materials off the base, that the vehicle to be used is inspected by TMO prior to loading hazardous materials. TMO will inspect the vehicle using DD Form 626 *Motor Vehicle Inspection (Transporting Hazardous Materials)*.

2.3.5. The vehicle designated for transportation of hazardous materials or explosives must be inspected by the driver and must contain the below listed equipment

2.3.5.1. 2 each 2A:10BC or greater fire extinguishers.

2.3.5.2. Chocks, spare tire with jack and lug wrench.

2.3.5.3. Chains, binders, and tie-down strap as required.

2.3.5.4. A reliable means of communication (i.e. two-way radio or cell phone).

2.3.5.5. A current “North American Emergency Response Guidebook” and a copy of this Niagara Falls Air Reserve Station Instruction (NFARSI).

2.3.6. Request from Wing Safety, weapons safety training as required by Air Force Instruction (AFI) 91-202, Air Force Reserve Command (AFRC) Sup 1, for all personnel required to transport explosives. This training is required initially and every 15 months thereafter.

2.3.7. All units that have a need to transport explosives or hazardous materials off base will provide their own task certifiers to complete and sign the DD Form 836 the day of the munitions / hazardous materials transport or coordinate with TMO to provide certification.

2.3.8. All vehicles transporting explosives off-base must coordinate through the appropriate TMO office 24 hours prior to departing the installation.

2.4. The 914th and 107th MASO will:

2.4.1. Ensure before any munitions are issued for off base transportation, the requesting agency has the required DD Form 626 and DD Form 836 in two copies. One copy will be maintained by TMO after the munitions have been issued.

2.4.1.1. Provide indicative data information regarding the munitions to be transported, ie; EX-NUMBER and United Nations Number (UN0012, Noun: CARTRIDGES, SMALL ARMS, EX1992110175) which is used to quickly reference the munition in the “North American Emergency Response Guidebook” and provide Emergency Response Personnel with applicable hazards.

2.4.2. Ensure the driver has obtained from the Base Transportation Officer, the required DOT placards as outlined in Subpart F of Title 49, CFR, Part 172, for the type of explosives being transported.

2.4.3. Ensure the driver has properly secured all explosives within the vehicle. “Secure” means the load is protected by an effective restraining system.

2.4.4. Ensure the driver transporting explosives has received weapons safety training as required by AFI 91-202, AFRC Sup 1.

2.5. The Wing Explosives Safety Officers will:

2.5.1. Periodically monitor explosive operations involving the transportation of explosives off base.

2.5.2. Provide initial and 15 month recurring weapons safety training to personnel as required by AFI 91-202, AFRC Sup 1.

3. Sequence of Operations:

3.1. Personnel Limits: When explosives are being transported, a minimum of two weapons safety trained individuals are required. If more than one vehicle is required, each vehicle may have one person.

3.2. Explosive loaded vehicles will never be left unattended or parked in a public area.

3.3. The following procedures must be followed any time military or civilian personnel are required to transport military explosives on a public highway by Air Force motor vehicles. All items on the task instruction form **attachment 2** of this instruction will be briefed:

3.3.1. When military personnel are required to transport explosives off-base, the vehicle driver requires a military driver’s license for the vehicle being driven. When civilians are required to transport explosives off-base, the vehicle driver requires a Commercial Driver’s License (CDL) with the Hazardous Materials endorsement “H” and to be qualified to operate the vehicle being driven.

- 3.3.2. The individual has received required Weapons Safety Training as required by AFI 91-202, AFRC Sup 1.
- 3.3.3. The vehicle driver has received drivers training as required by 49 CFR 177, subpart A.816 and this training is current.
- 3.3.4. DD Form 626 and DD Form 836 have been completed in two copies.
- 3.3.5. The vehicle must be placarded with the appropriate DOT placard. If the vehicle is carrying 1,000 lbs. gross weight or less of 1.4, DOT placarding is not required.
- 3.3.6. It is the responsibility of the driver to ensure all explosives are secure. "Secure" means the load is protected by an effective restraining system.
- 3.3.7. Should an emergency occur, the following procedures will be followed:
- 3.3.7.1. Ensure evacuation of all personnel at least 4000' for class/div 1.1, 2500' for class/div 1.2, 600' for class/div 1.3 and 300' for class/div 1.4 from the scene of the accident. (**NOTE:** Do not attempt to fight the fire once the munitions become engulfed in flames).
 - 3.3.7.2. Notify the local police/fire department of the emergency.
 - 3.3.7.3. After arrival of local authorities, notify the base Fire Department.

BRIAN S. BOWMAN, Colonel, USAF
Commander

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

Air Force Instruction 24-203, *Preparation and Movement of Air Force Cargo*, 2 Nov 2010

AFI 24-301, *Vehicle Operations*, 01 Nov 2008

AFMAN 91-201 AFRC Sup 1, *Explosives Safety Standards*, 28 Feb 2012

AFI 91-202 AFRC Sup 1, *The US Air Force Mishap Prevention Program*, 14 Nov 2012

DOD 4500.9R, *Defense Transportation Regulation Part II*, Jun 2008

Adopted Forms

AF 847, *Recommendation for Change of Publication*, 22 Sep 2009

AF 483, *Certificate of Competency*, 01 Feb 1985

DD 626, *Motor Vehicle Inspection (Transporting Hazardous Materials)*, Oct 2011

DD 836, *Dangerous Goods Shipping Paper/Declaration and Emergency Response Information for Hazardous Material Transported by Government Vehicle*, Dec 2007

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AW—Airlift Wing

CDL—Commercial Driver's License

CFR—Code of Federal Regulations

DOD—Department of Defense

DOT—Department of Transportation

DTR—Transportation Regulation

MASO—Munitions Accountable Systems Officer

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

TMO—Traffic Management Office

Terms

Adopted Form— A form used (required) in a publication other than the prescribing publication

Approval Authority— Senior leader responsible for contributing to and implementing policies and guidance/procedures pertaining to his/her functional area(s) (e.g., heads of functional two-letter offices).

Authentication— Required element to verify approval of the publication; the approval official applies his/her signature block to authenticate the publication. The signature block includes the official's name, rank, and title (not signature).

Certifying Official— A minimum of one organizational level above the OPR, this individual certified the need for the publication, to include currency of information, applicability to the Air Force, and propriety of content.

Directive Publication— Publication that is necessary to meet the requirements of law, safety, security, or other areas where common direction and standardization benefit the Air Force. Air force personnel *must* comply with these publications. All publications in this category carry the following statement: “**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY.**”

Form— A tool used for the collection, recording, and/or extraction of information whereby a predetermined set of data fields have been established and defined to meet a definitive Air Force purpose or objective.

Publication— An officially produced, published, and distributed document issued for compliance, implementation, and or information. Includes Policy and Guidance Memorandums.

Revised Publication— A publication that supersedes or changes a previous edition, related publications or portions of related publications in a given category.

Technical/functional Coordination— Review of draft publications by technical/functional experts prior to publication. The list of technical/functional coordinators changes with each publication, based on the contents and applicability of the publication.

Attachment 2

SPECIFIC TASK INSTRUCTION

Table A2.1. Specific Task Instruction.

SPECIFIC TASK INSTRUCTION		
This instruction is in accordance with (IAW) AFMAN 91-201, Explosives Safety Standards		<u>1. Specific Task Instruction Number:</u> TMO-STIF 24-201-01
I General Information		
<u>2.Task to be performed:</u> Transportation of Munitions / Hazardous Material		<u>3. Nomenclature:</u> TMO Transportation procedures
<u>4. National Stock Number (NSN):</u> Munitions NSN's as per each custody account		<u>5. Applicable Technical Data:</u> AFI 24-301 AFMAN 91-201 TMO-STIF-24-201-01
II Sited/Licensed Facility Explosive Limits		
<u>6. Facility Identification:</u> N/A		<u>7. Enter building explosives limits:</u> N/A
<u>8. Hazard Class Division (HC/D):</u> 1.1 / 1.2 / 1.3 / 1.4		<u>9. Storage Compatibility group (SCGP):</u> Per each munitions item IAW AFMAN 91-201
II.A Operating Limits		
<u>10. Net Explosive Limits (N.E.W.) per item:</u> Total limits based on mission requirements		<u>11. Total Operational Explosive Limits:</u> Total Explosives Limits based on each organizations requirements
III Personnel Limits		
NOTE: All personnel must be briefed on tasks and hazards prior to entering the operational area		
<u>12. Supervisors:</u> 1	<u>13. Workers:</u> 2	<u>14. Casuals:</u> 2

IV Exact Locations	
<u>15.</u> Location of operation: Various Approved / Certified Off Base Training Locations	
V Safety Requirements	
<u>16.</u> Brief all applicable WARNING, CAUTIONS, and NOTES from specific item T.O.'s.	
<u>17. Hazard Symbol Code:</u> 1.1 1.2 1.3 1.4	<u>18. Fire Symbol Hazard and Action:</u> Mass Detonation: do not Fight these fires, unless rescue attempt is planned. Explosion with Fragmentation: Attempt to extinguish fire if in early stages. Detonation of items could occur. Provide protection from fragments. Mass Fire: Fight these fires if explosives are not directly involved. Moderate Fire: Fight these fires / Expect minor explosions and hot fragments.
<u>19.</u> Assure Fire and Hazard Symbols are noted and the appropriate control function center is notified.	
<u>20.</u> Ensure required equipment, personnel protective equipment, and Technical Data is available and is in serviceable condition per the following list. <ul style="list-style-type: none"> A) Fire Extinguisher (2) 2A:10BC B) Applicable Safety/ Technical Directives C) Applicable PPE and other required equipment D) GOV Drivers license E) Cell phone for Communication F) Appropriate Cold/Wet Weather Clothing (as applicable) G) First Aid Kit 	
<u>21.</u> Assure Vehicles and Equipment are inspected / serviceable and appropriate forms are annotated.	
<u>22.</u> Assure two serviceable fire extinguishers (2A:10BC) are present and point out their locations.	
<u>23.</u> Remove all watches, rings, and jewelry. (As Applicable)	
<u>24.</u> Assure that proper housekeeping standards are maintained throughout the operation.	
<u>25.</u> Address any questions concerning the operation.	

VI	Emergency Procedures
<u>26.</u> In the event of fire; munitions incident/mishap; abnormal condition; and personal injury. First observer of the unsafe condition will sound the alarm and command that all operations are ceased.	
<u>26.1.</u> In the event of an accident/incident involving munitions, equipment or personnel, The Law Enforcement Desk will be notified at 716-236-2280.	
<u>26.2.</u> In the event of an accident/incident, fire, drop, or collision, the Law Enforcement Desk will notify the Command Post and Fire Department and provide exact details of the occurrences to include location and type of explosives involved.	
<u>26.3.</u> Enter name: _____ The SUPERVISOR/LEAD INSTRUCTOR will notify the Law Enforcement Desk at 716-236-2280 in the event of a fire/accident/incident or injury and include the location, type of munitions, personnel involved and type of injury.	
<u>26.5.</u> Enter names: _____ and _____ will fight the fire (in accordance with the JHCS {Joint Hazard Class System}).	
<u>26.6.</u> Enter name: _____ will render first aid as required.	
<u>26.7.</u> The withdraw distance for munitions will be <u>4000 ft for HC/D 1.1 / 2500 ft for HC/D 1.2 / 600 ft for 1.3 / 300ft for HC/D 1.4</u> and exact location _____ for assembly.	
<u>26.8.</u> The SUPERVISOR/LEAD INSTRUCTOR will evacuate all nonessential personnel to appropriate location and account for personnel.	
<u>26.9.</u> The SUPERVISOR/LEAD INSTRUCTOR will meet emergency personnel, direct them to the scene and be prepared to brief them on the current situation.	
<u>26.10.</u> The SUPERVISOR/LEAD INSTRUCTOR will assess the situation and determine if additional actions are required.	
<u>27.</u> The SUPERVISOR/LEAD INSTRUCTOR will be required to brief emergency response team, safety and management on events leading up to the accident/incident.	
VII	Step by Step Procedures
<u>28.</u> A) Read this complete briefing and fill in required data before starting B) Inspect and sign out and vehicles and equipment. Inspection of vehicle will be accomplished using DD Form 626, Motor Vehicle Inspection (Transporting Hazardous Materials). C) Gather all other required items per item #20	

- D) Determine training locations and arrange transportation (Contact TMO)
- E) Coordinate munitions issue with MASO
- F) Shut Engine off prior to loading / unloading munitions and chock vehicle
- G) Upon arrival at training location check for any unsafe conditions
- H) Perform procedures in Technical Data
- I) Upon completion of training gather all equipment and munitions / munitions residue
- J) Return to shop
- K) Sign in vehicles and equipment
- L) Coordinate munitions / munitions residue turn-in with MASO

VIII Certification

I certify the above described procedures are required in accomplishing explosives related tasks.

DATE:	Typed Name, Grade and Title of Certifying Official: 914 th / 107 th AW BOS/TMO	Signature:
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IX Approving Official

DATE:	Typed Name, Grade and Title of Approving Official: 914 th / 107 th LGRR Section Chief	Signature:
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Remarks:

X Coordination

914 AW/SEW				
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