



DEPARTMENT OF THE NAVY

Naval Sea Systems Command
1333 ISAAC HULL AVE, SE
WASHINGTON NAVY YARD, DC 20376-71

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Ser N523/559

30 Apr 15

From: Commander, Naval Sea Systems Command

Subj: NAVSEA SW020-AF-HBK-010, REVISION SEVEN, "MOTOR VEHICLE DRIVER AND SHIPPING INSPECTOR'S HANDBOOK FOR AMMUNITION, EXPLOSIVES, AND RELATED HAZARDOUS MATERIALS"

Ref: (a) NAVSEA SW020-AF-HBK-010, Sixth Revision of 1 July 2009

Encl: (1) Abstract of Significant Changes

1. NAVSEA SW020-AF-HBK-010, Revision Seven is officially issued and supersedes reference (a), which should be destroyed. This revision provides updated regulatory instructions, required forms and reports, and administrative changes. Enclosure (1) highlights significant changes that have been incorporated into the basic text of this new revision.
2. The subject manual will continue to be available in DVD format on the Explosives Safety Technical Manuals (ESTM) DVD, and on the NOSSA secure website, <https://nossa.nmci.navy.mil>. Using the icon on the electronic version, print the "glovebox edition" for placement in vehicles transporting arms, ammunition, and explosives (AA&E) and related hazardous materials.
3. The requirements contained in NAVSEA SW020-AF-HBK-010 are continuously monitored to ensure compliance with current Department of Transportation and Department of Defense regulations. Users are encouraged to submit recommendations for improvement as described in paragraph 1-4 of the manual. Revisions to this manual will be issued as required.
4. The Naval Ordnance Safety and Security Activity point of contact is Mario Harley (N523), DSN 354-6066, commercial (301) 744-6066, or email mario.harley@navy.mil.

Karen S. Burrows

KAREN S. BURROWS
By direction

Distribution:

Explosives Safety Technical Manuals (ESTM) Distribution List

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ABSTRACT OF SIGNIFICANT CHANGES OCCURRING IN NAVSEA SW020-AF-HBK-010 REVISION 7

General Changes

1. Updates or replaces the following forms:
 - a. Medical Examiner's Certificate, OPNAV 8020/6, figure 3-2
 - b. Motor Vehicle Inspection, DD Form 626, figure 3-4
 - c. Container Packing Certificate or Vehicle Packing Declaration, DD Form 2781, figure 3-6
 - d. Signature and Tally Record, DD Form 1907, figure 3-11
 - e. Dangerous Good Shipping Paper DD Form 836 was replaced by DOD Multimodal Dangerous Goods Declaration, DD Form 2890, figure 3-13
2. Deletes wording that alerts the reader to rail subject matter. Regulations for shipment of Arms, Ammunition, and Explosives (AA&E) by rail are found in NAVSEA SW023-AK-SAF-010.
3. As a rule, acronyms are spelled out the first time they are used in each chapter.
4. Updates Figures 8-1 and 8-2, "Summary of Emergency Response Information" to comply with the latest Guides 112 and 114 of the Emergency Response Guidebook.
5. Updates and re-letters Appendix D (now C), "Title 49 CFR Part 397" in its entirety to the 1 October 2011 version. Additionally, appendix C is now published in the Glove Box edition of this manual.

Specific Changes

1. Rewords references to documents which assign requirements for Department of Defense (DOD) contract personnel. (Paragraph 2-2.1)
2. Eliminates requirement for possession of Optional Form (OF)-346 by DOD contract personnel. (Paragraph 2-2.1)

3. Provides updated qualification requirements for explosives motor vehicle operators, civilian and military, distributed by Advance Change Notice Message 011527 JUN 10. (Paragraph 2-2.2)
4. Updates training requirements provided by AMMO-51, AMMO-18, and the Ammunition and Explosives Driver 12-Hour Training Course. (Paragraphs 2-3.1.1 and 2-3.1.2)
5. Updates training requirements for instructors of the 12-Hour Training Course in order to bring this manual into agreement with similar discussion in NAVSEA OP 5 Volume 1. Adds a subparagraph on remedial training for clarification. (Paragraph 2-3.1.3)
6. Changes title of paragraph 2-4.2 to “Photographic Documentation of Unsatisfactory Conditions” to more accurately identify the content of the paragraph. (Paragraph 2-4.2)
7. Moves definition of “organic movements” from the fourth sentence of the NOTE on page 2-8 to the second sentence of paragraph 2-7.3.1, where it is more appropriately located. (Paragraph 2-7.3.1)
8. Separates discussion of authorization of transport of limited quantities of small arms ammunition and Safety of Life at Sea (SOLAS) materials to two separate paragraphs in order to clarify distinction between the two processes. Adds source document for SOLAS discussion. (Paragraphs 2-7.4 and 2-7.5)
9. Inserts newer 7-Ton military tactical vehicle models into instructions for assistant drivers during specific ordnance operations. (Paragraph 2-7.7)
10. Updates requirements for maintenance of Medical Examiner’s Certificate, as outlined in NAVMED P-117. (Paragraph 3-2.2.2)
11. Clarifies discussion of the requirement for a fire-resistant tarpaulin in response to an activity inquiry. (Paragraph 4-2)
12. Re-locates, for clarity, a definition/description of a dromedary from paragraph 4-5.3 to an earlier citation. (Paragraph 4-2.3)

13. Adds a new CAUTION, prohibiting the use of motor vehicles with glass windows molded into the cargo area or bed cover for transport of AA&E in the public domain. (Page 4-5)
14. Deletes paragraph referring the reader to NAVSEA SW020-AG-SAF-010 for emergency regulations concerning the transport of special loads. “Special loads” are neither identified nor addressed in NAVSEA SW020-AG-SAF-010. (former paragraph 4-5.4)
15. Updates notes associated with tables 4-1 and 4-2 to be consistent with similar notes in NAVSEA SW020-AC-SAF-010.
16. Updates list of shipping inspectors’ responsibilities to make sentence structure consistent. (Paragraph 4-6.2)
17. Corrects padlock ordering information as a result of user input. (Paragraph 4-8.1)
18. Adds a title to paragraph describing the appropriate placement of shipping papers, and re-numbered remaining paragraphs in section. (Paragraph 4-10.1)
19. Clarifies discussion of a safe haven by eliminating references to a secure holding area, which is a different shipping component. (Paragraph 5-5.4)
20. Updates certification and marking/sealing requirements for empty containers to make consistent with similar discussion in NAVSEA OP 5 Volume 1. (Paragraph 6-6)
21. Changes reference to “temporary storage and refuge” to “secure hold” to better define process. (Paragraph 6-7)
22. Clarifies scope of chapter 7 as recommended by Technical Manual Deficiency/Evaluation Report (TMDER) NA0127-01-RH01. (Paragraph 7-1)
23. Adds an inspection requirement to verify removal of previous seals, seal notices, labels, placards from empty MILVAN containers, as a result of Military Surface Deployment and Distribution Command (SDDC) Customer Service Advisory CA-09-10/21-0224 of 21 October 2009. (Paragraph 7-2.1j)

24. Adds a NOTE regarding the removal of placards and labels from empty MILVAN containers, as a result of Military Surface Deployment and Distribution Command (SDDC) Customer Service Advisory CA-09-10/21-0224 of 21 October 2009. (Page 7-4)

25. Updates specifications for fire extinguishers to make verbiage consistent with that shown in NAVSEA OP 5 Volume 1. (Paragraph 8-5.1)

26. Updates instructions for completing DD Form 626. (Page A-2, item 8a; page A-6, item 12h; page A-8, item 12l; page A-10, item 12n; page A-12, item 12q)

27. Adds more content to specifications for tarpaulins. (Page A-13, item 12s)

28. Clarifies instructions for completing Standard Form 91. (Page B-2, items 12, 13, 14, 17)

**MOTOR VEHICLE DRIVER AND
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FOR
AMMUNITION, EXPLOSIVES AND
RELATED HAZARDOUS MATERIALS**



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**THIS PUBLICATION SUPERSEDES NAVSEA SW020-AF-HBK-010, SIXTH REVISION,
DATED 1 JULY 2009**

PUBLISHED BY DIRECTION OF COMMANDER, NAVAL SEA SYSTEMS COMMAND

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1 DECEMBER 2014

NAVSEA SW020-AF-HBK-010 SEVENTH REVISION

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LIST OF EFFECTIVE PAGES

The total number of pages in this manual is 206. They are all original Revision Seven pages. The date of issue for all pages in this manual is 1 December 2014. Change bars are included to assist the reader in identifying areas where changes to requirements/procedures have occurred.

NAVSEA TECHNICAL MANUAL CERTIFICATION SHEET

1 OF 1

CERTIFICATION APPLIES TO: NEW MANUAL REVISION 7 CHANGE

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READING GRADE LEVEL (RGL):

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TMCR/TMSR/SPECIFICATION NO.: TMSR 840668-000

CHANGES AND REVISIONS:

PURPOSE: TO SET FORTH EXISTING REGULATIONS FOR EXPLOSIVES DRIVERS AND SHIPPING INSPECTORS OF NAVY AND MARINE CORPS VEHICLES ENGAGED IN TRANSPORTING AMMUNITION, EXPLOSIVES AND RELATED HAZARDOUS MATERIALS.

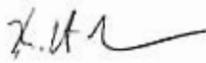
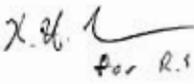
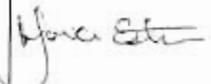
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FOREWORD

1. It is the policy of the Department of the Navy to maintain a strict and effective explosives transportation safety program. NAVSEA SW020-AF-HBK-010, Seventh Revision sets forth existing regulations for Navy and Marine Corps explosives drivers and shipping inspectors engaged in transporting arms, ammunition, explosives and related hazardous materials (AA&E) by military and commercial motor vehicles, and MILVAN containers.

NOTE

All regulations and guidelines specific to the shipment of AA&E by rail are found in [NAVSEA SW023-AK-SAF-010](#), "Movement and Inspection of Ammunition, Explosives and Related Hazardous Materials by Rail".

This publication is intended for use by all Navy and Marine Corps military, civilian and contractor personnel holding positions as explosives drivers or shipping inspectors. Commanding Officers shall ensure that a copy of [chapters 5 and 8](#), [appendices B and C](#), and SF-91 ([figure 3-17](#)) is placed in each vehicle used for the transportation of AA&E within their command. These documents are found in an individual file on this [DVD](#) entitled "Glove Box Edition of Driver's and Inspector's Manual."

2. This publication is not intended to supersede, contravene, or modify any federal, state, municipal or local laws, or any supplement thereto. If any provision of this publication appears to conflict with any other published regulation concerning the transportation of AA&E, the facts should be reported in detail to the Commanding Officer, [Naval Ordnance Safety and Security Activity \(NOSSA\) \(N5\)](#), Farragut Hall, 3817 Strauss Avenue, Suite 108, Indian Head, MD 20640-5151.

3. The Commandant of the Marine Corps has determined the provisions of this publication to be applicable to Marine Corps shippers; therefore, the contents apply to them and their contractors.

4. Changes to this publication will be issued as required. Comments or suggestions for improvements to this NAVSEA technical manual should be addressed as specified in [paragraph 1-4](#).

5. Distribution related inquiries shall be addressed through the appropriate point of contact as listed on this DVD.

6. This publication supersedes NAVSEA SW020-AF-HBK-010 Sixth Revision, dated 1 July 2009 which should be destroyed.

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SAFETY SUMMARY

This publication is a transportation safety manual which contains the instructions and regulations necessary for the safe transportation of arms, ammunition, explosives and related hazardous materials (AA&E) and ammunition, explosives and related hazardous materials (A&E) by military and commercial motor vehicles, and MILVAN containers. While the entire content of this publication is a warning to the user, the following warnings appear in the text and are repeated here for emphasis:

WARNING

Electronic communication devices will not be used. ([Page 2-12.](#))

WARNING

Plastic bedliners generate static electricity and are not authorized for use in the transport of scrap or bulk explosives in any container, nor for the transport of any ammunition or explosive that is not packaged in its approved shipping container. Special care shall be taken to secure all cargo in motor vehicles when plastic bedliners are authorized, due to the slippery nature of the liner surface. In addition, the filling of gas cans with flammable liquids while sitting on a liner in a truck bed is prohibited, as it has been identified as a cause of inadvertent ignition. ([Page 4-3](#) and [Page 4-9.](#))

WARNING

One person shall remain in the cab of a diesel powered vehicle. The transmission shall be left in neutral and the parking brake applied. There is a possibility that a warm engine could self-start if the vehicle should roll. ([Page 4-13.](#))

WARNING

Matches, lighters or other fire, flame, or spark-producing devices shall not be permitted within 25 feet of a motor vehicle loaded with A&E. ([Page 5-5.](#))

WARNING

Flares and signals that produce flame shall not be used as warning devices for disabled vehicles carrying A&E. ([Page 5-6.](#))

WARNING

Do not attempt to jump start a motor vehicle that has A&E cargo onboard. (Page 5-12.)

WARNING

No hot work shall be performed on a vehicle with A&E cargo present in the vehicle. (Page 5-12.)

WARNING

Do not repair the vehicle in an enclosed garage or work area. (Page 5-12)

WARNING

Drivers shall not dispose of damaged packages/containers -- standing rule applies to both empty packages/containers and those that contain residual A&E items. (Page 5-14.)

WARNING

If the vehicle is diesel-powered, set the transmission in neutral. (Page 5-15.)

WARNING

Compressed Natural Gas (CNG) powered vehicles shall not be refueled within 100 feet of A&E. (Page 5-16.)

WARNING

In the event of a fire, if a carbon dioxide (CO₂) fire extinguisher is present for use in extinguishing the fire, do not direct its content at or into an open fuel tank. Even with a grounded fuel hose, static electricity can be generated and may ignite the fuel vapor, causing an explosion. This is due to high velocity streams of CO₂ being injected into the concentrated vapors of hydrocarbon fuels such as jet propulsion (JP), gasoline, diesel, etc. (Page 5-16.)

WARNING

Under no circumstances shall the driver of a vehicle carrying Class/ Division 1.1 through 1.3 A&E park in a public garage, on a public parking lot, or leave the vehicle unattended. ([Page 5-17.](#))

WARNING

One person shall remain in the cab of a diesel powered vehicle. The transmission shall be left in neutral and the parking brake applied. There is a possibility that a warm engine could self-start if the vehicle should roll. ([Page 5-19](#) and [Page 6-4.](#))

WARNING

Do not attempt to fight any fire that has reached the cargo area. ([Page 9-3.](#))

The following "CAUTION" statements appear in the text of this manual, and are repeated here for emphasis:

CAUTION

Stake-side trucks, open-top semi-trailers, or soft-side trailers shall not be substituted for enclosed trailers or vans when transporting palletized or non-palletized/unitized boxed ordnance (See [paragraph 4-2a](#)). Soft-side trailer curtains and their supports are not designed to restrain cargo, as are the walls of enclosed trailers and vans, and do not provide the same level of security. ([Page 4-5](#))

CAUTION

No motor vehicle with a glass window molded into the cargo area or bed cover may be used to transport AA&E in the public domain. ([Page 4-5](#))

CAUTION

Drivers shall avoid sharp braking during downhill travel. This operation is one of the principal causes of load shifting and usually results in damage to the cargo. ([Page 5-5](#))

CAUTION

Explosives drivers shall adhere to [DOT regulations](#) and state and local laws governing the use of snow chains during inclement weather. Snow chains have the potential for creating sparks. ([Page 5-6.](#))

Notes are also used in the text to emphasize unusual or special procedures and conditions.

CHAPTER 1

INTRODUCTION

1-1. PURPOSE OF MANUAL.

The purpose of this manual is to provide Navy and Marine Corps explosives drivers and shipping inspectors (military, civilian, and contractor personnel) with the regulations governing the movement and inspection of arms, ammunition, explosives and related hazardous materials (AA&E) by military and commercial motor vehicles, and MILVAN containers for inbound and outbound shipments. The regulations pertaining to these conveyances are either cited or referenced. Additional technical guidance for on-station movement is presented in [NAVSEA SW023-AG-WHM-010](#) (current revision). This manual supersedes NAVSEA SW020-AF-HBK-010, Sixth Revision dated 1 July 2009 and shall be distributed to all explosives drivers and shipping inspectors. [Title 49 Code of Federal Regulations \(CFR\) Part 397](#), "Transportation of Hazardous Materials, Driving and Parking Rules" is provided in [appendix C](#). All explosives drivers shall have a copy of [chapters 5 and 8](#), [appendices B and C](#), and SF-91 ([figure 3-17](#)) with them at all times when transporting ammunition, explosives and related hazardous materials (A&E). These documents are found in an individual file on this [DVD](#) entitled "Glove Box Edition of Motor Vehicle Driver and Shipping Inspector's Manual."

NOTE

All regulations and guidelines specific to the shipment of AA&E by rail are found in [NAVSEA SW023-AK-SAF-010](#), "Movement and Inspection of Ammunition, Explosives and Related Hazardous Materials by Rail".

1-2. SCOPE.

The information provided in this manual is consistent with [49 CFR](#) administered by the [Department of Transportation \(DOT\)](#) and conforms to the minimum allowable limits set forth by official Navy directives. This manual does not apply to operators of material handling equipment (MHE). MHE instructions and regulations are presented in [NAVSEA SW023-AH-WHM-010](#) (current revision).

1-2.1. MANDATORY AND ADVISORY REGULATIONS. The requirements in this manual that use the commands "shall", "will", or "must" are mandatory, unless they are specifically waived or exempted by Chief of Naval Operations (CNO) in accordance with the provisions of [OPNAVINST 8020.14/MCO P8020.11 \(series\)](#). Advisory requirements are those in which "may" or "should" are used. These advisory requirements shall be followed unless exceptions are authorized in writing by the shore station commanding officer.

NOTE

The Commanding Officer of a shore activity has the authority to impose and enforce more stringent measures than those specified by higher command. Consequently, stricter means may be invoked by the Commanding Officer in the interest of preventing hazardous situations.

1-3. ORGANIZATION OF MANUAL.

This manual is organized into nine chapters, which describe explosive safety regulations, requirements and procedures applicable to both military and civilian motor vehicle drivers and shipping inspectors. The introductory chapters provide information on administrative requirements, e.g. qualifications/training, security, disciplinary actions, personnel assignments, etc. The subsequent chapters provide information relating to specific situations encountered during working operations, e.g. requirements prior to departure, in-transit regulations, instructions for arrival, inspections of motor vehicles and MILVAN containers, and firefighting regulations. [Appendices A, B and C](#) provide specific inspection criteria for motor vehicles, instructions for completing the Motor Vehicle Accident Report, SF 91, and driving and parking rules (49 CFR Part 397).

1-3.1. **TERMS AND ABBREVIATIONS.** The definitions of terms and abbreviations commonly used in conjunction with the transportation and inspection of AA&E and other explosives safety requirements appears [separately on this DVD](#). These definitions are intended to reduce ambiguity and to provide uniform descriptions of technical information throughout this manual.

1-3.2. **REFERENCE DOCUMENTS.** A list of documents that contain the information referenced throughout this manual and related explosives safety technical documentation is presented [separately on this DVD](#). These documents are essential for complete understanding of the regulations pertaining to the transportation and inspection of AA&E contained within this manual.

1-4. REPORTING DEFICIENCIES IN MANUAL.

Training activities, supply points, Naval Weapons Stations and other shore activities are requested to arrange for the maximum practical use and evaluation of NAVSEA technical manuals. All errors, omissions, discrepancies, and suggestions for improvement to NAVSEA technical manuals shall be reported to Commander, Naval Surface Warfare Center, Port Hueneme Division (NSWC/PHD) (Code 310), 4363 Missile Way, Port Hueneme, CA 93043-4307 on NAVSEA Technical Manual Deficiency/Evaluation Report (TMDER) Form 4160/1. A [copy of NAVSEA TMDER Form 4160/1](#) is included at the end of this publication. For activities with internet access, this form should be completed and processed using NSWC/PHD website: <https://mercury.tdmis.navy.mil>. To expedite a response, submit comments, recommendations for change, or requests for clarification directly to ihdiv_g_estm_pubs@navy.mil. All feedback comments shall be thoroughly investigated and originators will be advised of TMDER resolution. If you prefer to submit a TMDER in Word format please click here.



1-5. REQUESTS FOR DEVIATIONS.

Deviations from the mandatory AA&E transportation requirements specified in this manual in response to emergencies and/or events based on operational necessity shall be submitted to [Naval Ordnance Safety and Security Activity \(NOSSA\) \(N5\)](#) or Commandant, Marine Corps (CMC) (LPD) for Navy and Marine Corps commands respectively.

1-6. DATE OF PUBLICATION.

The publication date, shown on the title page of this manual, or any subsequent changes/revisions, represent the estimated distribution date. However, this document is effective upon receipt regardless of the date shown on the title page.

CHAPTER 2

ADMINISTRATIVE REQUIREMENTS

2-1. INTRODUCTION.

This chapter outlines the administrative requirements pertaining to explosives drivers and shipping inspectors of arms, ammunition, explosives and related hazardous materials (AA&E). The following information is provided:

- a. Qualifications and training required for certification as an explosives driver.
- b. Personal responsibilities of individuals holding positions as explosives drivers and shipping inspectors.
- c. Disciplinary actions and penalties.
- d. Personnel assignments.
- e. Small arms ammunition and Safety of Life at Sea (SOLAS) materials.
- f. Security (e.g. Security Risk Category (SRC), classified shipments, etc.).
- g. Department of Transportation Special Permits (DOT-SPs); Navy Certificates of Equivalency (COEs).

2-2. QUALIFICATIONS FOR EXPLOSIVES DRIVERS.

All Navy and Marine Corps military, civilian and contractor personnel shall be qualified and properly licensed to operate motor vehicles transporting ammunition, explosives and related hazardous materials (A&E). License requirements differ between civilian, military and contractor personnel. A summary of basic licensing requirements, and military and civilian requirements for use of the U.S. Government Motor Vehicle Operator's Identification Card, OF-346 as related to explosives drivers, is presented in [table 2-1](#). In general, applicants for explosive driver certification must have the required training described in [paragraph 2-3](#), and meet the following criteria:

- a. Civilian drivers shall hold a valid state license with a Commercial Driver's License (CDL) endorsement for hazardous materials when driving off base on public roads, or when crossing public roads, as cited in [49 CFR 383.121](#). Military drivers shall hold a valid state license when driving off base, but are exempt from CDL requirements in accordance with [49 CFR 383.3](#). Criteria for private contractors is addressed in [paragraph 2-2.1](#).
- b. Both military and civilian drivers shall have a Medical Examiner's Certificate (MEC); see [paragraph 2-2.2](#).
- c. Each explosives driver must possess one form of identification that includes a photograph.

d. Each driver shall take a road test conducted in a motor vehicle that meets the basic type, size, and Gross Vehicle Weight (GVW) of the motor vehicle(s) he/she will be assigned to drive. The OF-346 attests to the drivers’ proficiency for operating such vehicles.

e. All military and civilian drivers of government owned motor vehicles used for transporting A&E both on and off station shall possess a valid OF-346 which displays the explosives driver endorsement (an annotation on the OF-346 stating "Explosives Driver-Must Hold a Current Medical Certificate"). This is not to be confused with the additional CDL hazardous materials endorsement required on the state driver’s license of civilian explosives drivers transporting AA&E off-station.

Table 2-1. Basic Summary of Explosives Driver Licensing Requirements

TYPE OF DRIVER	ON BASE (see note 1)	OFF BASE
Civilian	OF-346 and valid state license (see notes 2 and 3)	OF-346 and valid state license with CDL HAZMAT endorsement (see note 2)
Military	OF-346 (see notes 2 and 3)	OF-346 and valid state license (see note 2)

NOTES:

(1) "ON BASE" means within the physical boundaries of the base perimeter. In the context of explosive driver licensing requirements, if any portion of the planned route requires access to public roads or crosses over a public road(s), then the movement is considered to be off base.

(2) The OF-346 must be annotated with the following statement: "Explosives Driver - Must hold a current Medical Certificate."

(3) When an OF-346 is issued for on base operations only, the OF-346 shall be annotated: "VALID FOR USE ON-BASE ONLY."

2-2.1. DEPARTMENT OF DEFENSE (DOD) CONTRACT PERSONNEL. Contracts and agreements should require that equipment and operators comply with the licensing requirements of state and local motor vehicle laws. DOD contract personnel shall not be issued an OF-346 (U.S. Government Motor Vehicle Operator’s Identification Card). DOD contract personnel assigned to operate either government owned or contractor owned/leased motor vehicles/equipment in performance of a contract shall be certified, by the contractor and at the contractor's expense, as being fully qualified to operate the vehicles/equipment to which they are assigned. The prime contractor shall document all operator qualifications. This documentation shall be provided to the contract administrator prior to an operator engaging in any mode of equipment operation. Documentation shall be retained by the contract administrator.

2-2.2. MEDICAL EXAMINATIONS. In order to be qualified as explosives motor vehicle operators, civilian and military personnel must meet the physical qualifications listed in [49 CFR 391](#), Federal Motor Carrier Safety Administration (FMCSA) regulations via completion of the physical examination specified in [NAVMED P-117, Article 15-107](#), Program 720. Periodicity is outlined in subparagraphs a and b below for both military and civilian personnel. All medical examinations shall be performed by a licensed medical provider as defined in [NAVMED P-117](#). Civilian contract personnel need only be qualified in accordance with [49 CFR 391](#) standards and present applicable certificates to the command

program coordinator. Medical examinations are not provided for civilian contractor personnel unless dictated by contract terms or agreements.

a. Military. Military personnel, both active duty and reservists, who operate explosives motor vehicles will follow a five year medical examination periodicity until age 60, then annually thereafter.

b. Civilian. Civilian personnel who operate explosives motor vehicles are required to successfully pass a physical examination every two years (or as directed by [49 CFR 391](#) based upon medical factors) to age 60, then annually thereafter.

2-2.2.1. Alcohol and Drugs. Any applicant for explosives driver certification shall be screened for alcohol and drug use in accordance with the requirements of [NAVMED P-117, Article 15-107](#). In accordance with the Department of the Navy (DON) Drug-Free Workplace Program (DFWP), explosives drivers are considered to be in a "testing designated position". Therefore, civilian explosives drivers are subject to random testing as implemented by the DON Human Resources Manual, Subchapter 792.3. Military explosives drivers are subject to random testing in accordance with guidance presented [NAVMED P-117, DOD Directive 1010.1, OPNAVINST 5350.4 \(series\)](#) and/or any other applicable regulations. Explosives driver certification shall be revoked for any driver found to be under the influence of alcohol or drugs while on duty. Temporary revocation of certification may be necessary when the use of physician prescribed drugs is likely to interfere with the ability to operate a motor vehicle safely.

2-2.3. **AGE AND EXPERIENCE**. Explosives drivers shall be 18 years of age or older to operate motor vehicles transporting A&E on-station, and shall be 21 years of age or older for off-station operations. They shall have a safe driving record and shall have had training and experience with the type of equipment being operated. Training may be provided by the employer or other private or public sources.

2-2.4. **ABILITY TO READ AND UNDERSTAND REGULATIONS**. Explosives drivers shall be able to read, write and understand the English language, and to complete the various forms for which they are responsible. They shall be required to read and understand the regulations pertaining to their duties as described in this publication.

2-3. TRAINING REQUIREMENTS.

Military, civilian and contractor personnel selected for positions involving responsibility for handling and/or transporting A&E shall have the required certification training, or shall be scheduled to attend and successfully complete the required courses as a condition of employment. Required training of personnel shall be scheduled and/or completed within six months of reporting for duty. The following requirements apply:

a. Personnel who certify or prepare and load A&E for shipment must receive formal initial and refresher training described in [49 CFR 172.704](#) and DOD regulations. Training may be provided by the employer or private or public sources.

b. Personnel authorized to certify A&E shall be so designated in writing.

2-3.1. EXPLOSIVE SAFETY TRAINING PROGRAM. NAVSEA OP 5 Volume 1, Appendix D, provides in-depth guidance on the Navy's explosives safety training program. Military personnel (active and reserve duty) assigned to shore station positions involving responsibilities for A&E should attempt to complete the applicable explosives safety training prior to reporting. Civilians (including contractors) assigned to positions involving responsibilities for A&E shall also have the applicable explosives safety training. It is the responsibility of the activity to consult with legal personnel to ensure that the explosives safety training for contractors is specifically documented in the contract if a condition of employment is specified. All personnel, unless otherwise noted, shall be scheduled to complete, or have completed, the required training within six months of reporting.

2-3.1.1. Training Requirements (Shipping Inspectors). The following courses are mandatory for personnel responsible for performing inspections of both empty and loaded conveyances used in the transport of A&E. Refer to NAVSEA OP 5 Volume 1, Appendix D for guidance on registration, etc.

a. Naval Motor Vehicle and Railcar Inspection (AMMO-51)

Scope: AMMO-51 is required by 49 CFR 172, 174, 177, and 396. This course provides newly assigned inspection personnel with the up-to-date requirements, techniques, and procedures assigned for inspection of motor vehicles and railcars on and off station for ammunition, explosives, and other related hazardous materials. This course provides students with instruction in compatibility, placarding requirements, blocking and bracing for International Organization for Standardization (ISO) intermodal containers, railcar, non-tactical and tactical vehicles. Additionally, DOD and DON transport equipment inspection procedures using DD Form 626, Motor Vehicle Inspection (Transporting Hazardous Material), and NAVSEA Form 8023/3.

Prerequisites: Completion of AMMO-18-DL and AMMO-49-DL are recommended.

Format/Availability: AMMO-51 classroom training is available in two versions: Naval Motor Vehicle Inspection (MV) and Naval Motor and Railcar Inspection (MV/RC). Schedule information and classroom billet requests can be obtained from the DAC website at <http://www.dactces.org>. The WBT shall not be used as the primary qualifier, except by Marine Corps explosives licensed operators of tactical vehicles who routinely transport ammunition from training ranges. The WBT will equip these drivers with the necessary training to complete and sign the DD Form 626. Order DL courses from <http://www.dactces.org>. Ammo-51 is also available on Navy Knowledge Online (NKO/e-learning): <https://wwwa.nko.navy.mil>.

Length: AMMO-51 is a three and one-half day classroom course. AMMO-51-DL takes 8 to 24 hours to complete, depending upon the version selected.

Periodicity: Completion of AMMO-51 classroom version is one-time only. Refresher training can be accomplished using AMMO-51 WBT. Refresher training via WBT must be successfully completed every two years to maintain certification.

Special Information: Personnel who are not directly involved in the motor vehicle and railcar inspection program, but have a need to understand the process and procedures are authorized to use the WBT for training. Activities that experience difficulty obtaining course quotas for entry-level

users must contact NOSSA (N5) for permission to use the WBT as the primary qualifier. Marine Corps inspectors shall use AMMO-51-DL for operation, inspection, and preparation of vehicles that are returning ammunition and explosives from off-station training ranges to local ammunition and explosives storage facilities.

b. Basics of Naval Explosives Hazard Control (AMMO-18-DL):

Scope: AMMO-18-DL is designated for entry level energetic material/ordnance handling personnel with limited or no background in explosives safety. This course will provide a basic understanding of the hazards of ammunition and explosives, and acquaint attendees with the explosives safety principles and practices outlined in this publication. Characteristics of ammunition and explosives, storage compatibility, and quantity-distance requirements will be introduced. Control of hazards, transportation, Standard Operating Procedures (SOPs), and various handling operations will be addressed. An explanation of the DON Safety and Qualification/Certification program will be given. An electronic certificate of completion will be issued upon course completion.

Prerequisites: None.

Format/Availability: This course is web-based and available on-line only at the DAC WBT site, <http://www.dactces.org>, or NKO/e-learning, <https://wwwa.nko.navy.mil>.

Length: This course takes an average of 16 hours to complete.

Periodicity: Completion of AMMO-18-DL is one-time only. Activities may require this course as a refresher for personnel who have been away from ordnance handling duties for a year or more.

c. Intermodal Dry Cargo Container/Convention for Safe Container (CSC) Reinspection (AMMO-43):

Scope: AMMO-43 is designed for personnel who inspect or reinspect intermodal dry cargo containers. The course provides students with information required to reinspect intermodal dry cargo containers in accordance with the CSC standards. Course content includes survey of CSC test requirements; detailed analysis of reinspection criteria required by CSC, U.S. Public Law, and Joint Service Regulations; and orientation of container structural and non-structural components. Reporting requirements and reinspection decal placement are also discussed. Personnel successfully completing this course may be certified as DOD CSC Inspectors as required by [DOD 4500.9-R, Volume VI](#).

Prerequisites: Completion of AMMO-49-DL is recommended.

Format/Availability: AMMO-43 classroom version is presented by DAC or at on-site locations. Schedule information and classroom billet requests can be obtained from the DAC website at <http://www.dactces.org>. This course is also offered in a self-paced WBT format. AMMO-43-DL may now be used as the primary qualifier for all services, and may be ordered from the DAC website at <http://www.dactces.org>.

Length: AMMO-43 is a three day classroom course. AMMO-43-DL takes approximately 16 hours to complete.

Periodicity: AMMO-43 classroom training is one-time only. Personnel shall successfully complete AMMO-43-DL every four years to retain certification/qualification status.

2-3.1.2. **Training Requirements (Explosives Drivers).** Candidate explosives drivers shall possess a valid Motor Vehicle Operator's Identification Card (OF-346) and a valid state license (with hazardous materials endorsement, where required) in accordance with the criteria presented in [table 2-1](#), prior to taking the Ammunition and Explosives Driver 12-Hour Training Course outlined below. Explosives drivers shall also take the AMMO-18-DL, "Basics of Naval Explosive Hazard Control" (see paragraph 2-3.1.1). Completion of the Naval Motor Vehicle and Railcar Inspection Course AMMO-51 is not mandatory for Navy explosives drivers, but is highly recommended. Marine Corps inspectors shall use AMMO-51-DL for operation, inspection, and preparation of vehicles that are returning ammunition and explosives from off-station training ranges to local ammunition and explosives storage facilities.

a. **Ammunition and Explosives Driver 12-Hour Training Course:**

Scope: This training course is required by [49 CFR 172.704](#) and implemented by this manual for drivers of vehicles which transport ammunition and explosives materials on-station and over public roads. Covered in this curriculum: driving trucks, truck-tractors with semi-trailers, and other vehicles of appropriate types; handling, loading, and transporting ammunition, explosives, and related hazardous materials, relevant regulations and procedures pertaining to the transport of arms, ammunition, and explosives; the proper use of fire extinguishers, and the requirements for completing and filing the necessary forms and reports.

Prerequisites: All applicants for positions as explosives drivers shall be 18 years of age or older to operate vehicles transporting ammunition and explosives on-station, and shall be 21 years of age or older for off-station operations. DON policy and procedures for testing and licensing Navy military, civilian and contractor motor vehicle operators is defined in NAVFAC P-300. As a condition for enrolling in this course, candidate drivers shall possess the required NAVFAC P-300 certificates, to include a valid U.S. Government Motor Vehicle Operator's Identification Card (OF-346). Consult [table 2-1](#) for special instructions applicable to military and civilian drivers. The state license for candidate civilian drivers will include the Commercial Driver's License (CDL) endorsement for hazardous materials. See [49 CFR 383.23](#). Explosives drivers shall also take Basic Explosives Safety, AMMO-18-DL. Marine Corps explosives drivers may be excepted from the AMMO-18 prerequisite if they are one of the MOS listed in [MCO P8020.10 \(series\)](#).

Format/Availability: Locally-trained instructors are authorized to provide this course. A training course curriculum is available on the Explosives Safety Technical Manuals (ESTM) DVD.

Length: Initial training takes an average of 12 hours to complete. The refresher course is 4 hours in length.

Periodicity: Initial training is one-time only, and a refresher is required every two years.

b. Remedial Training. Should an explosives driver become involved in an accident during the transport of A&E, and is found to be in violation of any in-transit regulations outlined in chapter 5, the shipping activity has the discretion to require that the driver be re-trained (in whichever manner is deemed appropriate) prior to being further employed in the transport of shipments of A&E.

2-3.1.3. Training Requirements (Instructors). Candidate instructors of the Ammunition and Explosives 12-Hour Driver Training Course must have successfully completed the 12-hour driver course, and have also taken the "Instructional Delivery Continuum (IDC) Apprentice Trainer Course", described in [NAVSEA OP 5 Volume 1](#). Completion of this course is one-time only. However, instructors shall take refresher training every two years by completing the AMMO-51-MV Web-Based Training. Instructors who have not taken refresher training will have six months from the date of this publication to complete this requirement.

2-3.2. **MAINTAINING SAFETY SKILLS**. Explosives drivers are encouraged to take a personal interest in maintaining a high level of skill. It is the duty of explosives drivers to be thoroughly familiar with their activity's safety manual, ensuring personal and public safety. They should be active in job related portions of their activity's safety program and should attend refresher courses given by the safety office. Drivers and shipping inspectors should attend "stand-up" safety meetings. These meetings should provide information on changes to regulations and operating procedures, first aid, firefighting techniques, new equipment, AA&E classes, etc. Also, explosives drivers shall routinely check their activity's bulletin boards; attend scheduled film showings about A&E transportation; and, refer to appropriate publications provided by their activity's safety office.

2-4. PERSONAL RESPONSIBILITIES OF EXPLOSIVES DRIVERS AND SHIPPING INSPECTORS.

Explosives drivers and shipping inspectors shall adhere to mandatory safety requirements, procedures and security measures set forth in this manual when transporting A&E. Specific guidance on explosives drivers and shipping inspectors responsibilities are provided in [chapters 4](#) through [8](#). Specific driving regulations are covered in [chapter 5](#). For further guidance, shipping inspectors and explosives drivers should contact their supervisor or safety director.

2-4.1. **USE OF PROTECTIVE EQUIPMENT**. Inspector's protective equipment must be worn while performing assigned duties and while in a hazardous area. Protective helmets, gloves (while inspecting all conveyances and MILVANs), safety glasses (while performing eye hazard work), and safety shoes are required. Other protective equipment such as self-contained breathing apparatus or face masks shall be readily available and used when necessary. This requirement applies to inspections such as those performed on conveyances that contain or were used for transport of poisons or any items which meet the definition of a "hazardous material" as defined in the list of terms and abbreviations (see [paragraph 1-3.1](#)).

2-4.2. **PHOTOGRAPHIC DOCUMENTATION OF UNSATISFACTORY CONDITIONS**. The shipping inspector shall request a station photographer take photographs of the following:

- a. Missing and/or damaged cargo or dunnaging.
- b. Evidence of sabotage or tampering.

c. Damaged or unsatisfactory incoming conveyances (empty or loaded) that do not meet [49 CFR](#) requirements.

d. Inadequate blocking, bracing or chains.

2-5. DRIVER LIABILITY.

Personnel operating Navy owned motor vehicles shall be responsible for compliance with all DOD regulations, and state and local traffic laws. Any driver in violation of any such regulation or law is subject to fines and/or imprisonment.

2-6. DISCIPLINARY ACTION AND PENALTIES.

Drivers are subject to disciplinary actions and penalties for violation of civil and/or military regulations. The degree of disciplinary action and penalty which may be imposed by Naval authority is dependent upon the individual's past record and the discretion of the Commanding Officer (CO). Criminal penalties may also be imposed as set forth in [49 CFR 107.333](#).

2-6.1. REPORTING TRAFFIC VIOLATIONS OR ACCIDENTS. All traffic violations or accidents shall be reported to the supervisor, security officer or safety officer, and shall be noted on the operator's driving record. Specific steps to be taken by the driver in the event of an accident or delay are outlined in [chapter 5](#) of this manual.

2-6.2. SUSPENSION OR REVOCATION OF A NAVY DRIVER'S PERMIT. The CO shall suspend or revoke a Navy driver's permit if, in his/her opinion, it would be in the best interest of the Navy.

2-6.3. AUTOMATIC REVOCATION OF A NAVY DRIVER'S PERMIT. A Navy driver's permit shall be revoked automatically for the following violations, and notice of such action shall be filed in the driver's personnel record:

a. Driving while under the influence of alcohol, illegal drugs, a derivative of a narcotic drug, or the misuse of a prescription drug.

b. The known transportation or possession of alcohol, illegal drugs or a derivative of a narcotic drug.

c. Failure to report an accident in which the driver was involved.

d. Leaving the scene of an accident in which the driver was involved.

e. Smoking while in or within 25 feet of a vehicle loaded with A&E.

f. Revocation of state driver's license.

First offenders of violations *a.* through *d.* shall be disqualified for 1 year after the date of conviction or forfeiture of bond or collateral. A driver shall be disqualified for 3 years if he/she is convicted of a subsequent offense, or forfeits bond or collateral within 3 years of a prior offense.

2-6.4. **REINSTATEMENT.** Any driver whose permit has been suspended or revoked for any of the preceding violations shall be required to pass the mental and physical examinations described in [paragraphs 2-2.2](#) and [2-2.2.1](#) prior to the issuance of a new driver's permit. Drivers shall be required to pass a driving test given after a state and/or installation waiting period is met. Reinstatement shall be granted only with the permission of the activity CO.

2-7. PERSONNEL ASSIGNMENTS.

Authorized drivers and their qualified representatives assigned to transport AA&E shall follow the guidance set forth herein.

2-7.1. **AUTHORIZED DRIVERS.** No persons other than those certified as explosives drivers shall operate motor vehicles carrying A&E. Explosives drivers shall observe the following regulations in the performance of their duties:

a. In accordance with [49 CFR 395.3](#), no driver shall drive more than 11 hours following ten consecutive hours off duty; nor shall a driver drive for any period after having been on duty 14 hours following ten consecutive hours off duty.

b. One driver shall guard the vehicle during rest stops. A driver may also act as a security guard if cleared to the level of security designated by the material being transported. An unaccompanied armed driver does not constitute an armed guard.

c. In emergencies, drivers shall divide the responsibilities of warning passersby, notifying law enforcement authorities, rendering first aid and guarding the vehicle.

2-7.2. **QUALIFIED REPRESENTATIVES.** A qualified representative is a person who has been designated by the shipper to attend the motor vehicle and:

a. Is aware of the nature of the cargo contained in the motor vehicle;

b. Has been instructed in emergency procedures described in [NOSSAINST 8020.18 \(series\)](#);

c. Is authorized and trained to move the motor vehicle.

2-7.3. **DRIVER/RIDER CRITERIA FOR ORGANIC MOVEMENTS ON AND OFF-STATION.**

2-7.3.1. **Off-Station Drivers/Riders.** Two explosives drivers or one explosives driver and one qualified representative are required for all AA&E movements off-station using organic means of transportation. Organic movements are DOD or Navy-owned vehicles driven by a civilian or military explosives driver. When three-passenger motor vehicles are used, only the two assigned explosives drivers (or explosive driver and qualified representative) shall occupy the cab of the vehicle. No other passengers are permitted either in the cab or in the cargo compartment of the three-passenger motor vehicle. When a six-passenger motor vehicle is used, two explosives drivers or one explosives driver and one qualified representative together with three authorized personnel may occupy the cab of the vehicle. No personnel are permitted to ride in the cargo compartment of the six-passenger motor vehicle.

NOTE

An exception to this two-driver rule may be permitted during point-to-point on-station moves that require crossing over a public roadway; or movements over public access roads between an on-station point of origin and an adjacent annexed on-station destination point that is located in reasonably close proximity to the point of origin. Examples include movements between an ammunition issue point and a live-fire training range, between an inland conveyance holding area and a pier, or between a magazine and an operating building. In this case, the movement can be carried out with one explosives driver with a two-way communication device. This exception criteria pertains only to organic movements. Station managers must take the security risk category (SRC) of the AA&E and the local Force Protection Condition (FPCON) environment into account when applying this exception rule and be prepared to make policy adjustments to compensate for heightened states of alert. See [NAVSEA SW020-AG-SAF-010](#) for transportation protective service (TPS) requirements applicable to SRCs.

2-7.3.2. On-Station Drivers/Riders. One explosives driver is permitted for all AA&E movements on-station using organic means of transportation. When three-passenger motor vehicles are used, the explosives driver and two authorized riders are permitted to occupy the cab of the vehicle. When six-passenger motor vehicles are used, the explosives driver and five authorized riders are permitted to occupy the cab of the vehicle. This instruction is applicable to those instances when the motor vehicle must cross over a public highway to reach its destination at another on-station location. No personnel are permitted to occupy the cargo compartment of the AA&E loaded motor vehicle during an on-station movement except when limited quantities of hazard Class/Division (C/D) 1.4S small arms ammunition is being transported. Under these circumstances, responsible local station managers must establish criteria for determining the allowable quantity limits for each movement, based on assessed safety and security risks relative to mission requirements. The cargo must be adequately secured in the body of the motor vehicle, and securely anchored seats must be provided for the additional personnel.

2-7.4. LIMITED QUANTITIES OF SMALL ARMS AMMUNITION. On a case-by-case basis, commanding officers may authorize the transport of limited quantities of small arms ammunition C/D 1.4S, except .50 caliber, using privately owned vehicles (POV) or government vehicles as detailed in [paragraph 2-7.4.1](#). Refer to [NAVSEA SW020-AG-SAF-010](#) for guidance on permissible operating distances.

a. For small arms ammunition, these movements are restricted to transportation between ammunition issue points and facilities for marksmanship training, qualification, competition, or other related requirements. While in transit, the ammunition must be in the custody of designated military or security personnel. A DD Form 1907 and DD Form 2890 shall be issued to the custodian personnel. The ammunition must be under constant surveillance during stops en route to destination. Vehicles are subject to the load limit criteria of [paragraph 2-7.4.1](#). Full-package quantities of ammunition must be packaged in sealed military specification wooden or wire bound wooden boxes. Less than full package

quantities must be transported in sealed military specification inner containers such as M1, M2 or M19 series metal containers.

b. For small arms ammunition, the packages must be secured in the cargo compartment to prevent lateral movement. The cargo compartment must be equipped with a locking mechanism. The vehicle must also be equipped with one serviceable fire extinguisher (refer to [chapter 8](#)). The driver must possess a valid state driver's license. If government vehicles are used, drivers must also possess a Government Motor Vehicle Operator's Identification Card (OF-346). When movement is by POV, a valid state driver license is sufficient for both civilian and military drivers. Under these particular circumstances, the explosives driver training criteria presented in [chapter 2](#) are not applicable.

c. Military drivers who transport a ship's crew training ordnance to or from ranges for Ship's Crew Small Arms certification training only, shall not be designated as an explosive driver, nor will explosive driver requirements be levied upon them. Only a ship's authorized/qualified ordnance handler will serve as the military driver to transport the training ordnance to or from the training range. The military driver must possess a valid state issued driver's license. Military drivers shall not transport more than 20,000 rounds of Ship's Crew Small Arms training ammunition per day. Military drivers shall not transport both Ship's Crew Small Arms training ammunition and small arms in the same vehicle.

(1) A motor vehicle inspection is required using either Operator's Inspection Guide and Trouble Report, NAVFAC 9-11240/13 or Vehicle and Equipment Operational Record NAVMC 10627 for these Ship's Crew Small Arms training ammunition movements.

2-7.4.1. Small Arms Gross Cargo Weight Limitations.

Vehicle Type Gross Cargo Weight

Sedan	200 lbs.
Van	250 lbs.
SUV	250 lbs.
Pick-up	300 lbs.

2-7.5. SAFETY OF LIFE AT SEA (SOLAS) MATERIALS. On a case-by-case basis, commanding officers may authorize the transport of limited quantities of SOLAS materials using privately owned vehicles (POV), leased or government vehicles. A description of approved SOLAS items and performance criteria may be found in the "Guideline for United States Coast Guard (USCG) Approval of SOLAS Pyrotechnic Signal and Line-Throwing Appliances" dated March 2005.

a. For SOLAS materials, these movements are restricted to transportation between ammunition supply points to pierside for maintaining aboard ships and small craft. While in transit the ammunition must be in the custody of designated personnel. The materials must be under constant surveillance during stops enroute to destination and must be packaged in the original container/kits provided by the manufacturer.

2-7.6. VEHICLE COMMUNICATION DEVICES. An organic motor vehicle used for transporting A&E off-station must be equipped with a HERO certified two-way telecommunications device. Drivers must maintain two-way radio communication capability with both the shipping and receiving activities, as well as municipal law enforcement and emergency response officials along the planned route.

2-7.6.1. HERO SAFE ordnance may be transported in vehicles equipped with HERO certified electrical and electronic devices (to include cellular and satellite phones). The transmitting antenna must be ten feet or more from the ordnance. Very low power hand-held devices may meet the exception criteria outlined in table 3-1 of [NAVSEA OP 3565 Volume 2](#).

2-7.7. INSTRUCTIONS FOR ASSISTANT DRIVERS DURING FLIGHT-LINE AND COMBAT AIRCRAFT LOADING AREA (CALA) ORDNANCE OPERATIONS. The following instructions are applicable to 5-Ton military tactical vehicles (M923, M925, M927 and M928) and the 7-Ton Medium Tactical Vehicle Replacement (MTVR) (MK23, MK23A1, MK25, MK25A1, MK27, MK27A1, MK28 and MK28A1) with K-4A and MHU-151/M trailers in tow while transporting ordnance along designated on-station routes in support of flight-line and CALA operations. They shall apply when employing the services of an Assistant Driver [(A) Driver] during flight-line and ordnance operations:

a. The (A) Driver will occupy a seat in the cargo compartment of the 5-Ton or the 7-Ton military tactical vehicle. The cargo compartment of the 5-Ton or the 7-Ton military tactical vehicle will contain limited quantities of mission essential ordnance items associated with flight-line and CALA operations. A K-4A or MHU-151/M trailer loaded with main ordnance assemblies will be attached to the 5-Ton or the 7-Ton military tactical vehicle.

b. Mission essential ordnance items present in the cargo compartment of the 5-Ton or the 7-Ton military tactical vehicle shall consist of limited quantities of fuzes, cartridge actuated devices, igniters and other items necessary to complete main ordnance assembly build-up operations.

NOTE

"Limited quantities" is defined as that amount of ordnance/ordnance components necessary to meet the requirements of the immediate build-up evolution.

c. The (A) Driver's duty while occupying a position in the cargo compartment of the transport vehicle will be to ensure that the main ordnance assemblies aboard the K-4A or MHU-151/M trailer and the component ordnance items present in the cargo compartment of the 5-Ton or the 7-Ton military tactical vehicle are transported in a safe manner.

d. The ordnance components present in the cargo compartment of the 5-Ton or the 7-Ton military tactical vehicle will be secured to prevent movement in-transit ([NAVSEA SW023-AG-WHM-010](#) applies).

e. The ordnance components present in the cargo compartment of the tactical vehicle will be packaged in approved standard military specification containers.

f. The (A) Driver will maintain a voice communication capability with the primary driver throughout the flight-line/CALA ordnance transport evolution.

WARNING

Electronic communication devices will not be used.

g. The (A) Driver will be seated in a manner that affords maximum visibility of the trailer and the ordnance in tow. The (A) Driver's seat will be secured to the cargo compartment of the 5-Ton or the 7-Ton military tactical vehicle.

h. Once stopped to load/offload ordnance, the motor vehicle will be moved only upon the driver's visual observation of a clearance signal from the (A) Driver.

i. The station flight-line Standard Operating Procedure (SOP) will be amended, if necessary, to reflect the (A) Driver authorization criteria detailed above.

2-8. SECURITY.

The following paragraphs provide a brief outline of security policies, procedures, and responsibilities applicable to the movement of AA&E within the continental United States (CONUS) by all modes of transportation. Refer to [NAVSEA SW020-AG-SAF-010](#) for further detail.

2-8.1. SECURITY RISK CATEGORY (SRC). The SRC relates to a DOD hazard and physical security control system whereby DOD-owned AA&E items are classified according to their level of inherent threat to public safety and/or security sensitivity. SRCs are assigned to AA&E items that have been identified as having characteristics that require them to be accounted for, stored, transported or otherwise secured and handled in a special manner to ensure their safety and integrity (see [NAVSEA SW020-AG-SAF-010](#)). SRCs are defined in [DOD 5100.76-M](#) and [DTR 4500.9-R](#).

2-8.1.1. Controlled Inventory Item Code (CIIC). The CIIC provides a means for identifying DOD supply system items that have characteristics that require that they be accounted for, secured, segregated, or handled in a special manner to ensure their safeguard and integrity. The CIIC designates the degree of security assigned to an item (see [NAVSEA SW020-AG-SAF-010](#)). CIIC's are defined in [DOD 4000.25-2-M](#) and [NAVSUP Pub 485](#).

2-8.2. MINIMUM TRANSPORTATION SECURITY STANDARDS AND FORCE PROTECTION CONDITIONS (FPCON). Refer to [NAVSEA SW020-AG-SAF-010](#) for in-depth information regarding minimum transportation security standards for shipments of SRC I through IV and UNCAT Division 1.1 through 1.3 A&E moving under FPCONs in effect at points of origin and destination.

NOTE

All SRC I movement off-station requires the accompaniment of a Security Escort Vehicle (SEV) under all FPCON conditions. The use of Trailer Tracking Service (TTS) may be used as an alternative to SEVs. Refer to [NAVSEA SW020-AG-SAF-010](#) for further detail.

2-8.3. CLASSIFIED MATERIAL. For a motor vehicle transporting AA&E bearing a security classification, the explosives driver and a qualified representative shall be cleared to the level appropriate for the materials being transported. Refer to [NAVSEA SW020-AG-SAF-010](#) for further information.

2-8.3.1. Use of Military-Owned Guard Cars and Carrier-Owned Equipment for Transporting Escorts. Procedures governing the use of military-owned guard cars and carrier-owned cabooses or other passenger carrying equipment to transport guards or technical escorts are outlined in [DTR 4500.9-R](#).

2-8.3.2. Technical Escort Service. The requirements for technical escort service are provided in [OPNAVINST 8070.1 \(series\)](#).

2-9. IN-TRANSIT SECURITY.

Specific in-transit requirements for protecting the security of vehicles transporting AA&E, i.e. guarding vehicles, seals, and safe haven are covered in detail in [chapter 5](#).

2-10. DEPARTMENT OF TRANSPORTATION SPECIAL PERMITS.

The Department of Transportation (DOT) regulations governing the transportation of A&E are binding upon all shippers and carriers who transport A&E in interstate or foreign commerce. However, if a proposed shipment includes A&E not in compliance with the regulations published in [49 CFR](#), or A&E that is not covered by any existing regulations, the DOT will issue a Special Permit for that shipment. DOT special permit numbers shall be marked on the outside of the shipping container and on the Bill of Lading (BL) with a copy of the special permit attached to the BL. The shipping inspector shall ensure that the shipment is in compliance with the provisions of the special permit.

2-11. PACKAGING CERTIFICATES OF EQUIVALENCY (COEs)

A&E shipped by, for, or to the DOD, including commercial shipments prepared under U.S. contract, must be packaged in accordance with the regulations of [49 CFR 173 and 178](#). When packagings are not in accordance with the 49 CFR regulations, the DOD can certify that the packagings used are of equal or greater strength and efficiency. These certifications are issued as Certificates of Equivalency (COEs). COEs, unlike Competent Authority Approvals (CAAs), can be issued for packages containing Hazard Class 1 items that have an interim hazard classification assigned but do not have an EX number assigned. A COE can be issued in instances where the packaging differs from what is prescribed by 49 CFR (e.g., wood box instead of a steel box) or when packaging instruction 101 is specified. COE's are not required for Class 1 items with a net item weight greater than 882 pounds (400 kilograms) or volume greater than 119 gallons; see [NAVSEA SW020-AC-SAF-010](#). Each COE is identified by a Certification Control Number (CCN), which is preceded by the issuing service: "NA" for Navy, "AR" for Army, and "AF" for Air Force. A typical COE might be identified by the CCN "NA 92-504".

2-12. COMPETENT AUTHORITY APPROVALS.

CAA guidance is provided in [NAVSEA SW020-AG-SAF-010](#).

CHAPTER 3

FORMS AND REPORTS

3-1. INTRODUCTION.

This chapter presents the official forms and reports required for the transportation of arms, ammunition, explosives and related hazardous materials (AA&E). Covered in this chapter are the required personal papers that verify the driver's identification and certification, forms concerning the assignment of vehicles, shipping papers, and the required reports should an incident occur en route. All forms, shipping papers and reports relating to the transportation of AA&E shall be prepared in a legible manner. Shippers shall retain shipping papers for two years; carriers shall retain shipping papers for one year.

3-2. DRIVER'S PERSONAL PAPERS.

During operations on-station and off-station, both military and civilian explosives drivers are required to have on their person a medical examiner's certificate (see [paragraph 3-2.2](#)), and the appropriate military and/or civilian license(s) with necessary endorsements, in accordance with criteria outlined in [table 2-1](#). These papers verify that the operator is qualified and authorized to operate vehicles for the transportation of ammunition, explosives and related hazardous materials (A&E).

3-2.1. U.S. GOVERNMENT MOTOR VEHICLE OPERATOR'S IDENTIFICATION CARD, OPTIONAL FORM 346. Optional Form (OF) 346 ([figure 3-1](#)), the U. S. Government Motor Vehicle Operator's Identification Card, also called "driver's permit," is issued to qualified personnel authorizing them to operate government vehicles. The OF-346 is issued by the designated representative of the Commanding Officer (CO) when the applicant is qualified according to the requirements stated in [paragraphs 2-2](#) and [2-3](#). Possession of this permit alone, however, does not constitute authority to drive vehicles transporting A&E. Unless the notation "Explosives Driver - Must hold a current medical certificate" appears on the permit as shown in [figure 3-1](#), the driver cannot be assigned to transport A&E. Individuals holding an OF 346 shall always have the permit on their person when operating a vehicle. It shall be their responsibility to apply every two years for renewal of the driver's permit. Yearly endorsement of the driver's permit is not required. The OF-346 may be laminated. It is recommended that activities render all possible assistance to explosives drivers to ensure that permits do not expire. Refer to [NAVSEA SW023-AH-WHM-010](#) for Material Handling Equipment (MHE) operator qualifications.

3-2.2. MEDICAL EXAMINER'S CERTIFICATE. To qualify as explosives drivers, Navy and Marine Corps military, civilian and contractor personnel must meet the physical examination requirements outlined in [paragraph 2-2.2](#). Applicants who pass the prescribed examinations shall be issued a Medical Examiner's Certificate in accordance with [49 CFR 391.41](#). The certificate shown in [figure 3-2](#) is available on Naval Forms Online Web site, <https://navalforms.daps.dla.mil/web/public/home>.

NAVSEA SW020-AF-HBK-010 SEVENTH REVISION

3-2.2.1. Medical Examiner Criteria. A licensed medical examiner shall complete and sign the medical examiner's certificate for all Navy and Marine Corps military, civilian and contractor personnel in accordance with [NAVMED P-117](#).

3-2.2.2. Certificate Maintenance. All explosives drivers shall be responsible for keeping their certificate current (see [paragraph 2-2.2](#)). An explosives motor vehicle operator must have on his or her person the original, or a photographic copy, of the appropriate completed medical examiner's certificate that he or she is physically qualified. All such records shall be reviewed annually by designated safety/explosives safety personnel.

3-3. VEHICLE RECORDS AND INSPECTION REPORTS.

Records of an assigned vehicle's performance, hours in use and deficiencies are kept by the explosives driver on each trip. The driver is also required to participate in the inspection of the vehicle and to sign appropriate inspection reports verifying either safety of the load for transit or rejection of the vehicle.

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OF 346 11/85 USOPM FPM Chapter 930		U.S. Government Motor Vehicle Operator's Identification Card		Card No. 00000
Name of Operator (Not Transferable) J. SMITH			Sex M	Signature of Operator (Not valid until signed) <i>J. Smith</i>
Date of Birth 12/31/59		Social Security No. 111-22-3333		Name and Location of Issuing Unit NAWS CHINA LAKE
Height 6'	Weight 190	Hair Color BR	Eye Color BR	
Date Issued 1/15/2009		Date Expires 1/15/2011		Signature and Title of Issuing Official <i>J. Doe</i> TRANS. OFF.
The holder of this card is qualified to operate U.S. Government vehicles and/or equipment specified, subject to the restrictions set forth on the other half of this card. Card must be carried at all times when operating Government vehicles.				

Restrictions		
QUALIFIED TO OPERATE		
Type Vehicle and/or Equipment	Capacity	Qualifying Official
TR TRACTOR & SEMI TRLR	10 TONS	J. DOE
TRUCK, CARGO PICK-UP	½ TON	J. DOE
VAN	5 TON	J. DOE
OTHER RECORDS (Optimal)		
*EXPLOSIVES DRIVER - MUST HOLD A CURRENT MEDICAL CERTIFICATE.		
NSN 7540-00-634-3999		50346-101

(SAMPLE)

FIGURE 3-1. U. S. Government Motor Vehicle Operator's Identification Card, Optional Form 346 (Front and Back)

MCO 8023.3	OPNAVINST 8023.24			
DEPARTMENT OF THE NAVY MEDICAL EXAMINER'S CERTIFICATE				
I certify that I have examined _____ in accordance with • the Federal Motor Carrier Safety Regulations (49 CFR 391.41 through 391.49) and/or with NAVFAC P-307 and with knowledge of the driving duties of: <div style="text-align: center;">OR</div> • the requirements of NAVSEA SW023-AH-WHM-010, NAVSUP P-523, NAVFAC P-300, or other applicable documents and with knowledge of the duties of:				
A) CIVILIAN Commercial (706) or Explosives-carrying (720) Motor Vehicle operator, highway use, or B) MILITARY Commercial (706) or Explosives-carrying (720) or Marine Corps Tactical Motor Vehicle Operator (706 or 720), highway use, or C) MILITARY/CIVILIAN Weight Handling Equipment (including cranes) Operator (704), or D) MILITARY/CIVILIAN Explosive Material Handling Equipment, including forklifts (MHE) Operator (721), non-highway use, or E) MILITARY/CIVILIAN Non-explosive MHE Operator (710), non-highway use, or F) MILITARY/CIVILIAN Civil Engineering Support Equipment Operator (712), or G) MILITARY/CIVILIAN Government highway use vehicle not requiring CDL Operator (712), and/or <input type="checkbox"/> MILITARY/CIVILIAN Explosives Handler NOT operating MHE (721) ← (MARK "X" in box. If also F or G vehicle operator, ALSO write F or G in box to the right.)	Note highest level (A to G) driver or operator is qualified to operate Enter only 1 character Cross-outs not allowed			
Handler restrictions (721 only): I find this person is qualified, and, if applicable, only when: <input type="checkbox"/> Wearing corrective lenses <input type="checkbox"/> Driving within an exempt intracity zone (49 CFR 391.62) <input type="checkbox"/> Qualified by operation of 49 CFR 391.64 <input type="checkbox"/> Wearing hearing aid <input type="checkbox"/> Accompanied by a Skill Performance Evaluation Certificate (SPE) <input type="checkbox"/> Accompanied by a _____ waiver/exemption				
The information I have provided regarding this physical examination is true and complete. A complete examination form with any attachment embodies my findings completely and correctly, and is on file in my office.				
MEDICAL EXAMINER'S NAME (Print): SIGNATURE OF MEDICAL EXAMINER:	<input type="checkbox"/> MD <input type="checkbox"/> Nurse Practitioner <input type="checkbox"/> DO <input type="checkbox"/> Independent Duty Corpsman (Levels D, E, F only) <input type="checkbox"/> Physician Assistant (For active duty personnel only) TELEPHONE NUMBER: DATE:			
MEDICAL EXAMINER'S LICENSE OR CERTIFICATE NUMBER: (Required for levels A, B, C, only)	ISSUING STATE / US TERRITORY: (Required for levels A, B, C only)	NATIONAL FMCSA REGISTRY NUMBER: (Required for level A only)		
SIGNATURE OF EXAMINEE:	INTRASTATE ONLY: <input type="checkbox"/> YES <input type="checkbox"/> NO	CDL: <input type="checkbox"/> YES <input type="checkbox"/> NO	DRIVER LICENSE NUMBER:	STATE / US TERRITORY:
HOME ADDRESS OF EXAMINEE:			MEDICAL CERTIFICATE EXPIRATION DATE:	

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FIGURE 3-2. Medical Examiner's Certificate

3-3.1. MOTOR EQUIPMENT UTILIZATION RECORD, DD FORM 1970. DD Form 1970 (figure 3-3), or a similar locally produced document, is completed by the transportation activity at the time of motor vehicle assignment for either on-station or off-station operations. The form is returned to the dispatcher upon return of the equipment. All information pertaining to use of the motor vehicle, such as the operator's name, destination, date, time, and mileage are recorded on DD Form 1970. The driver signs the form and lists the mileage and hour meter readings when the equipment is returned. The remarks column will be used by the operator to record unusual operation, abnormal occurrences during operation or other information as directed.

3-3.2. MOTOR VEHICLE INSPECTION REPORT (TRANSPORTING HAZARDOUS MATERIALS), DD FORM 626. Motor vehicles used for the transportation of ammunition and explosives and related hazardous materials (A&E) Hazard Class/Division 1.1 through 1.4 and other regulated materials, 2.3 Poison Inhalation Hazard (PIH) poisonous gases or 6.1 PIH poisonous materials over public highways will be inspected by the shipping activity using DD Form 626 (figure 3-4), this manual, NAVSEA SW020-AG-SAF-010, DOD safety regulations and 49 CFR. Refer to table 3-1 regarding shipments containing only 1.4 A&E. The DD Form 626 provides for mechanical inspection of the motor vehicle, cargo spaces and other specified information. The form is completed each time a motor vehicle carrying A&E arrives at or leaves a naval activity, even if the A&E is destined to another activity. The originator of this form is the motor transportation officer or a designated inspector. The inspector of the cargo is the ordnance officer or a designated official. Instructions for inspectors are listed on the reverse side of the form and are further explained in appendix A. Motor vehicles with unsatisfactory conditions are noted on DD Form 626 and shall not be accepted for loading. Vehicles will not be rejected, however, if deficiencies are corrected before loading. Local inspection forms or DD Form 626 may be used to inspect motor vehicles used to transport inert and/or related AA&E.

3-3.2.1. The driver is required to participate in the inspection and to sign the form when satisfied with the mechanical condition of the motor vehicle and the loading of the cargo. The driver, by signing the form at the origin and destination, shares responsibility with the shipping inspectors for the suitability of the vehicle and the safety of the load. If item 24 on DD Form 626 is checked, the driver is not required to inspect the load and is therefore relieved of the requirements as stated in items 18 and 19. Item 24 is checked only when the shipment contains classified material.

3-3.2.2. For truckload (TL) and less-than-truckload (LTL) shipments, the original inspection report, DD Form 626 will be given to the vehicle driver at origin with instructions to deliver it to the consignee at destination. A copy will be retained by the inspection activity. If a driver is relieved by another qualified driver, the DD Form 626 shall also accompany the relief driver to destination. The relief driver should check the motor vehicle according to the requirements of DD Form 626 and paragraph 5-6 before continuing the trip. Any discrepancies should be annotated on the form and signed by the relief driver. The receiving activity will complete the destination portion of the DD Form 626 before the shipment is accepted for delivery. In addition, when a commercial vehicle has been rejected from loading or the driver found unsatisfactory, one copy will be sent to each of the following locations: nearest DOT field office, carrier home office, Military Surface Deployment and Distribution Command (SDDC), and Naval Ordnance Safety and Security Activity (NOSSA) (N5).

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3-3.2.3. For activities receiving non-hazardous shipments by vehicles loaded with A&E, the mechanical inspection according to DD Form 626 is to be performed, documented and presented to the driver when arriving at or leaving a naval activity. There is no requirement to inspect the A&E cargo area, unless a defect is obvious, or unless the A&E cargo is required to be moved for offloading of a non-hazardous shipment. If either of these conditions exist, a full DD Form 626 inspection is required. The inspection shall be documented on a separate DD Form 626 with comments in the "Remarks" section specifying that the inspection was performed when arriving and departing a naval activity for receipt of a non-hazardous shipment. When neither of these conditions exist, only a mechanical inspection shall be documented on the DD Form 626.

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MOTOR EQUIPMENT UTILIZATION RECORD									
1. DATE (YYYYMMDD)		2. TYPE OF EQUIPMENT		3. REGISTRATION NO./SERIAL NO.		4. ADMINISTRATION NO.			
5. ORGANIZATION NAME						6a. FUEL		b. OIL	
ACTION		9. TIME		10. MILES	11. HOURS				
7a. 1ST OPERATOR (Last Name, First, M.I.)		a. IN				12a. REPORT TO (Last Name, First, M.I.)			
8a. OPERATOR'S SIGNATURE		b. OUT				13a. DISPATCHER'S SIGNATURE			
		c. TOTAL							
7b. 2ND OPERATOR (Last Name, First, M.I.)		a. IN				12b. REPORT TO (Last Name, First, M.I.)			
8b. OPERATOR'S SIGNATURE		b. OUT				13b. DISPATCHER'S SIGNATURE			
		c. TOTAL							
7c. 3RD OPERATOR (Last Name, First, M.I.)		a. IN				12c. REPORT TO (Last Name, First, M.I.)			
8c. OPERATOR'S SIGNATURE		b. OUT				13c. DISPATCHER'S SIGNATURE			
		c. TOTAL							
7d. 4TH OPERATOR (Last Name, First, M.I.)		a. IN				12d. REPORT TO (Last Name, First, M.I.)			
8d. OPERATOR'S SIGNATURE		b. OUT				13d. DISPATCHER'S SIGNATURE			
		c. TOTAL							
14. DESTINATION		15. TIME		16. RELEASED BY (Signature)		17. REMARKS			
		a. ARRIVE	b. DEPART						
(1) FROM									
(2) TO									
(3) TO									
(4) TO									
(5) TO									
(6) TO									
(7) TO									
(8) TO									
(9) TO									
(10) TO									
(11) TO									
(12) TO									
(13) TO									
(14) TO									
(15) TO									
(16) TO									

DD FORM 1970, NOV 1999

PREVIOUS EDITION MAY BE USED.

FIGURE 3-3. Motor Equipment Utilization Record, DD Form 1970 (Front)

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14. DESTINATION	15. TIME		16. RELEASED BY (Signature)	17. REMARKS
	a. ARRIVE	b. DEPART		
(17) TO				
(18) TO				
(19) TO				
(20) TO				
(21) TO				
(22) TO				
(23) TO				
(24) TO				
(25) TO				
(26) TO				
(27) TO				
(28) TO				
(29) TO				

INSTRUCTIONS

<p>*1. Date. Enter the calendar date the equipment is to be used.</p> <p>2. Type of Equipment. Enter the type of equipment as designated in the equipment log.</p> <p>3. Registration Number or Serial Number. Enter the equipment/ registration number or serial number.</p> <p>4. Administration Number. Enter the unit number or administrative number.</p> <p>5. Organization Name. Enter the organization to which the equipment is assigned.</p> <p>6. Fuel/Oil. Enter the amount of fuel (gallons) and/or oil (quarts) obtained for the equipment.</p> <p>*7. Operator. Enter the name of the equipment operator.</p> <p>8. Operator's Signature. The equipment operator (item 6) will enter signature immediately upon receipt of equipment.</p> <p>*9. Time. Indicate time to the nearest 5 minutes using the 24-hour clock. a. In. Enter time equipment was returned from dispatch or use. b. Out. Enter the time the equipment was released for operation by the dispatcher. c. Total. Enter total time the equipment was in the possession of the operator. Time is obtained by subtracting the time listed in "Out" line from that listed on the "In" line.</p> <p>*10. Miles. Will be recorded to the nearest whole mile. a. In. The operator will enter the mileage reading when the equipment is returned. If odometer is inoperative, enter estimated mileage. b. Out. The dispatcher will enter the mileage reading at the time of dispatch. c. Total. Enter the difference between the "Out" and "In" mileage.</p>	<p>*11. Hours. Will be recorded to the nearest whole hour. On those items which require servicing on an hourly basis and are not equipped with an hour meter, enter the estimated hours of operation. a. In. The operator will enter the hour meter reading upon completion of the equipment usage. b. Out. The dispatcher will enter the hour meter reading prior to equipment release. c. Total. Enter the total hours dispatched for operation.</p> <p>*12. Report To. Enter the name of the individual to whom the operator is to report.</p> <p>13. Dispatcher's Signature. Self-explanatory.</p> <p>14. Destination. Indicate each location at which a trip begins and ends. Normally this starts from the equipment pool ("From" Line) and ends at the same place after one or more intervening destinations.</p> <p>*15. Time. All time will be recorded using the 24-hour clock, rounded off to the nearest 5 minutes. a. Arrive. Enter the arrival time at each destination. b. Depart. Enter the departure time from the motor pool and each succeeding location.</p> <p>16. Released By. The person in charge of equipment on dispatch will release by signing on the line indicating the destination where the equipment was released to the operator. Upon termination of equipment used, but not moved, the person in charge will release the equipment by signing in the top block of this column.</p> <p>17. Remarks. The remarks column will be used by the operator to record unusual operation or abnormal occurrences during operation, or other information as directed.</p> <p>*Items marked with an asterisk (*) have been registered in the DOD Data Element Program.</p>
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FIGURE 3-3. Motor Equipment Utilization Record, DD Form 1970 (Back)

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*Refer to [appendix A](#) for instructions on completing this form.

MOTOR VEHICLE INSPECTION (TRANSPORTING HAZARDOUS MATERIALS) <i>(Read Instructions before completing this form.)</i>													
This form applies to all vehicles which must be marked or placarded in accordance with Title 49 CFR.						1. BILL OF LADING/TRANSPORTATION CONTROL NUMBER							
SECTION I - DOCUMENTATION				ORIGIN <small>a.</small>				DESTINATION <small>b.</small>					
2. CARRIER/GOVERNMENT ORGANIZATION													
3. DATE/TIME OF INSPECTION													
4. LOCATION OF INSPECTION													
5. OPERATOR(S) NAME(S)													
6. OPERATOR(S) LICENSE NUMBER(S)													
7. MEDICAL EXAMINER'S CERTIFICATE*													
8. <i>(X if satisfactory at origin)</i>						9. CVSA DECAL DISPLAYED ON COMMERCIAL EQUIPMENT*							
a. HAZMAT ENDORSEMENT		d. ERG OR EQUIVALENT COMMERCIAL:		YES		NO		a. TRUCK/TRACTOR		YES		NO	
b. VALID LEASE*		e. DRIVER'S VEHICLE INSPECTION REPORT*						b. TRAILER					
c. ROUTE PLAN		f. COPY OF 49 CFR PART 397											
SECTION II - MECHANICAL INSPECTION <i>All items shall be checked on empty equipment prior to loading. Items with an asterisk shall be checked on all incoming loaded equipment.</i>													
10. TYPE OF VEHICLE(S)						11. VEHICLE NUMBER(S)							
12. PART INSPECTED <i>(X as applicable)</i>		ORIGIN <small>(1)</small>		DESTINATION <small>(2)</small>				ORIGIN <small>(1)</small>		DESTINATION <small>(2)</small>		COMMENTS <small>(3)</small>	
		SAT	UNSAT	SAT	UNSAT			SAT	UNSAT	SAT	UNSAT		
a. SPARE ELECTRICAL FUSES						k. EXHAUST SYSTEM							
b. HORN OPERATIVE						l. BRAKE SYSTEM*							
c. STEERING SYSTEM						m. SUSPENSION							
d. WINDSHIELD/WIPERS						n. COUPLING DEVICES							
e. MIRRORS						o. CARGO SPACE							
f. WARNING EQUIPMENT						p. LANDING GEAR*							
g. FIRE EXTINGUISHER*						q. TIRES, WHEELS, RIMS							
h. ELECTRICAL WIRING						r. TAILGATE/DOORS*							
i. LIGHTS AND REFLECTORS						s. TARPULIN*							
j. FUEL SYSTEM*						t. OTHER <i>(Specify)</i>							
13. INSPECTION RESULTS <i>(X one)</i> ACCEPTED <input type="checkbox"/>						REJECTED <input type="checkbox"/>							
<i>(If rejected give reason under "Remarks". Equipment will be approved if deficiencies are corrected prior to loading.)</i>													
14. SATELLITE MOTOR SURVEILLANCE SYSTEM: <i>(X one)</i> ACCEPTED <input type="checkbox"/>						REJECTED <input type="checkbox"/>							
15. REMARKS													
16. INSPECTOR SIGNATURE <i>(Origin)</i>						17. INSPECTOR SIGNATURE <i>(Destination)</i>							
SECTION III - POST LOADING INSPECTION <i>This section applies to Commercial and Government/Military vehicles. All items will be checked prior to release of loaded equipment and shall be checked on all incoming loaded equipment.</i>													
		ORIGIN <small>(1)</small>		DESTINATION <small>(2)</small>				ORIGIN <small>(1)</small>		DESTINATION <small>(2)</small>		COMMENTS <small>(3)</small>	
		SAT	UNSAT	SAT	UNSAT			SAT	UNSAT	SAT	UNSAT		
18. LOADED IAW APPLICABLE SEGREGATION/COMPATIBILITY TABLE OF 49 CFR													
19. LOAD PROPERLY SECURED TO PREVENT MOVEMENT													
20. SEALS APPLIED TO CLOSED VEHICLE; TARPULIN APPLIED ON OPEN EQUIPMENT													
21. PROPER PLACARDS APPLIED													
22. SHIPPING PAPERS/DD FORM 2890 FOR GOVERNMENT VEHICLE SHIPMENTS													
23. COPY OF DD FORM 626 FOR DRIVER													
24. SHIPPED UNDER DOT SPECIAL PERMIT 868													
25. INSPECTOR SIGNATURE <i>(Origin)</i>						26. DRIVER(S) SIGNATURE <i>(Origin)</i>							
27. INSPECTOR SIGNATURE <i>(Destination)</i>						28. DRIVER(S) SIGNATURE <i>(Destination)</i>							

**FIGURE 3-4. Motor Vehicle Inspection (Transporting Hazardous Materials),
DD Form 626 (Sheet 1 of 3)**

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*Refer to [appendix A](#) for instructions on completing this form.

INSTRUCTIONS	
<p>SECTION I - DOCUMENTATION</p> <p>General Instructions.</p> <p>All items (2 through 9) will be checked at origin prior to loading. Items with an asterisk (*) apply to commercial operators or equipment only. Only Items 2 through 7 are required to be checked at destination.</p> <p>Items 1 through 5. Self explanatory.</p> <p>Item 6. Enter operator's Commercial Driver's License (CDL) number or Military OF-346 License Number. CDL and OF-346 must have the HAZMAT and other appropriate endorsements IAW 49 CFR 383.</p> <p>Item 7. *Enter the expiration date listed on the Medical Examiner's Certificate.</p> <p>Item 8.a. Hazardous Materials Certification. In accordance with applicable service regulations, ensure operator has been certified to transport hazardous materials. Check the expiration date on driver's HAZMAT Certification.</p> <p>b. *Valid Lease. Shipper will ensure a copy of the appropriate contract or lease is carried in all leased vehicles and is available for inspection. (49 CFR 376.12 and 376.11(c)(2)).</p> <p>c. Route Plan. Prior to loading any Hazard Class/Division 1.1, 1.2, or 1.3 (Explosives) for shipment, ensure that the operator possesses a written route plan in accordance with 49 CFR Part 397. Route Plan requirements for Hazard Class 7 (Radioactive) materials are found in 49 CFR 397.101.</p> <p>d. Emergency Response Guidebook (ERG) or Equivalent. Commercial operators must be in possession of an ERG or equivalent document. Shipper will provide applicable ERG page(s) to military operators.</p> <p>e. *Driver's Vehicle Inspection Report. Review the operator's Vehicle Inspection Report. Ensure that there are no defects listed on the report that would affect the safe operation of the vehicle.</p> <p>f. Copy of 49 CFR Part 397. Operators are required by regulation to have in their possession a copy of 49 CFR Part 397 (Transportation of Hazardous Materials Driving and Parking Rules). If military operators do not possess this document, shipper will provide a copy to operator.</p> <p>Item 9. *Commercial Vehicle Safety Alliance (CVSA) Decal. Check to see if equipment has a current CVSA decal and mark applicable box. Vehicles without CVSA, check documentation of the last vehicle periodic inspection and perform DD Form 626 inspection.</p> <p>SECTION II - MECHANICAL INSPECTION</p> <p>General Instructions.</p> <p>All items (12.a. through 12.t.) will be checked on all incoming empty equipment prior to loading. All UNSATISFACTORY conditions must be corrected prior to loading. Items with an asterisk (*) shall be checked on all incoming loaded equipment. Unsatisfactory conditions that would affect the safe off-loading of the equipment must be corrected prior to unloading.</p>	<p>SECTION II (Continued)</p> <p>Item 12.a. Spare Electrical Fuses. Check to ensure that at least one spare fuse for each type of installed fuse is carried on the vehicle as a spare or vehicle is equipped with an overload protection device (circuit breaker). (49 CFR 393.95)</p> <p>b. Horn Operative. Ensure that horn is securely mounted and of sufficient volume to serve purpose. (49 CFR 393.81)</p> <p>c. Steering System. The steering wheel shall be secure and must not have any spokes cracked through or missing. The steering column must be securely fastened. Universal joints shall not be worn, faulty or repaired by welding. The steering gear box shall not have loose or missing mounting bolts or cracks in the gear box mounting brackets. The pitman arm on the steering gear output shaft shall not be loose. Steering wheel shall turn freely through the limit of travel in both directions. All components of a power steering system must be in operating condition. No parts shall be loose or broken. Belts shall not be frayed, cracked or slipping. The power steering system shall not be leaking. (49 CFR 396 Appendix G)</p> <p>d. Windshield/Wipers. Inspect to ensure that windshield is free from breaks, cracks or defects that would make operation of the vehicle unsafe; that the view of the driver is not obscured and that the windshield wipers are operational and wiper blades are in serviceable condition. Defroster must be operative when conditions require. (49 CFR 393.60, 393.78 and 393.79)</p> <p>e. Mirrors. Every vehicle must be equipped with two rear vision mirrors located so as to reflect to the driver a view of the highway to the rear along both sides of the vehicle. Mirrors shall not be cracked or dirty. (49 CFR 393.80)</p> <p>f. Warning Equipment. Equipment must include three bidirectional emergency reflective triangles that conform to the requirements of FMVSS No. 125. FLAME PRODUCING DEVICES ARE PROHIBITED. (49 CFR 393.95)</p> <p>g. Fire Extinguisher. Military vehicles must be equipped with one serviceable fire extinguisher with an Underwriters Laboratories rating of 10 BC or more. (Commercial motor vehicles must be equipped with one serviceable 10 BC Fire Extinguisher). Fire extinguisher must be located so that it is readily accessible for use and securely mounted on the vehicle. The fire extinguisher must be designed, constructed and maintained to permit visual determination of whether it is fully charged. (49 CFR 393.95)</p> <p>h. Electrical Wiring: Electrical wiring must be clean and properly secured. Insulation must not be frayed, cracked or otherwise in poor condition. There shall be no uninsulated wires, improper splices or connections. Wires and electrical fixtures inside the cargo area must be protected from the lading. (49 CFR 393.28)</p>

FIGURE 3-4. Motor Vehicle Inspection (Transporting Hazardous Materials, DD Form 626 (Sheet 2 of 3))

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*Refer to [appendix A](#) for instructions on completing this form.

INSTRUCTIONS	
<p>SECTION II (Continued)</p> <p>i. Lights/Reflectors. (Head, tail, turn signal, brake, clearance, marker and identification lights, Emergency Flashers) Inspect to see that all lighting devices and reflectors required are operable, of proper color and properly mounted. Ensure that lights and reflectors are not obscured by dirt or grease or have broken lenses. High/Low beam switch must be operative. Emergency Flashers must be operative on both the front and rear of vehicle. (49 CFR 393.24, 25, and 26)</p> <p>j. Fuel System. Inspect fuel tank and lines to ensure that they are in serviceable condition, free from leaks, or evidence of leakage and securely mounted. Ensure that fuel tank filler cap is not missing. Examine cap for defective gasket or plugged vent. Inspect filler necks to see that they are in completely serviceable condition and not leaking at joints. (49 CFR 393.83)</p> <p>k. Exhaust System. Exhaust system shall discharge to the atmosphere at a location to the rear of the cab or if the exhaust projects above the cab, at a location near the rear of the cab. Exhaust system shall not be leaking at a point forward of or directly below the driver compartment. No part of the exhaust system shall be located where it will burn, char or damage electrical wiring, fuel system or any other part of the vehicle. No part of the exhaust system shall be temporarily repaired with wrap or patches. (49 CFR 393.83)</p> <p>l. Brake System (to include hand brakes, parking brakes and Low Air Warning devices). Check to ensure that brakes are operational and properly adjusted. Check for audible air leaks around air brake components and air lines. Check for fluid leaks, cracked or damaged lines in hydraulic brake systems. Ensure that parking brake is operational and properly adjusted. Low Air Warning devices must be operative. (49 CFR 393.40, 41, 42, 43, 44, 45, 47, 48, 49, 50, 51, 52, 53, and 55)</p> <p>m. Suspension. Inspect for indications of misaligned, shifted or cracked springs, loosened shackles, missing bolts, spring hangers unsecured at frame and cracked or loose U-bolts. Inspect for any unsecured axle positioning parts, and sign of axle misalignment, broken torsion bar springs (if so equipped). (49 CFR 393.207)</p> <p>n. Coupling Devices (Inspect without uncoupling). Fifth Wheels: Inspect for unsecured mounting to frame or any missing or damaged parts. Inspect for any visible space between upper and lower fifth wheel plates. Ensure that the locking jaws are around the shank and not the head of the kingpin. Ensure that the release lever is seated properly and safety latch is engaged. Pintle Hook, Drawbar, Towbar Eye and Tongue and Safety Devices: Inspect for unsecured mounting, cracks, missing or ineffective fasteners (welded repairs to pintle hook is prohibited). Ensure safety devices (chains, hooks, cables) are in serviceable condition and properly attached. (49 CFR 393.70 and 71)</p> <p>o. Cargo Space. Inspect to ensure that cargo space is clean and free from exposed bolts, nuts, screws, nails or inwardly projecting parts that could damage the lading. Check floor to ensure it is tight and free from holes. Floor shall not be permeated with oil or other substances. (49 CFR 393.84)</p> <p>p. Landing Gear. Inspect to ensure that landing gear and assembly are in serviceable condition, correctly assembled, adequately lubricated and properly mounted.</p>	<p>SECTION II (Continued)</p> <p>q. Tires, Wheels and Rims: Inspect to ensure that tires are properly inflated. Flat or leaking tires are unacceptable. Inspect tires for cuts, bruises, breaks and blisters. Tires with cuts that extend into the cord body are unacceptable. Thread depth shall not be less than: 4/32 inches for tires on a steering axle of a power unit, and 2/32 inches for all other tires. Mixing bias and radial on the steering axle is prohibited. Inspect wheels and rims for cracks, unseated locking rings, broken, loose, damaged or missing lug nuts or elongated stud holes. (49 CFR 393.75)</p> <p>r. Tailgate/Doors. Inspect to see that all hinges are tight in body. Check for broken latches and safety chains. Doors must close securely. (49 CFR 177.835(h))</p> <p>s. Tarpaulin. If shipment is made on open equipment, ensure that lading is properly covered with fire and water resistant tarpaulin. (49 CFR 177.835(h))</p> <p>t. Other Unsatisfactory Condition. Note any other condition which would prohibit the vehicle from being loaded with hazardous materials.</p> <p>Item 14. For AA&E and other shipments requiring satellite surveillance, ensure that the Satellite Motor Surveillance System is operable. The DTTS Message Display Unit, when operative, will display the signal "DTTS ON". The munitions carrier driver, when practical, will position the DTTS message display unit in a manner that allows the shipping inspector or other designated shipping personnel to observe the "DTTS ON" message without climbing aboard the cab of the motor vehicle.</p> <p>SECTION III - POST LOADING INSPECTION</p> <p>General Instructions.</p> <p>All placarded quantities items will be checked prior to the release of loaded equipment. Shipment will not be released until deficiencies are corrected. All items will be checked on incoming loaded equipment. Deficiencies will be reported in accordance with applicable service regulations.</p> <p>Item 18. Check to ensure shipment is loaded in accordance with 49 CFR Part 177.848 and the applicable Segregation or Compatibility Table of 49 CFR 177.848.</p> <p>Item 19. Check to ensure the load is secured from movement in accordance with applicable service outload drawings.</p> <p>Item 20. Check to ensure seal(s) have been applied to closed equipment; fire and water resistant tarpaulin applied on open equipment.</p> <p>Item 21. Check to ensure each transport vehicle has been properly placarded in accordance with 49 CFR 172.504.</p> <p>Item 22. Check to ensure operator has been provided shipping papers that comply with 49 CFR 172.201 and 202. For shipments transported by Government vehicle, shipping paper will be DD Form 2890.</p> <p>Item 23. Ensure operator(s) sign DD Form 626, are given a copy and understand the hazards associated with the shipment.</p> <p>Item 24. Applies to Commercial Shipments Only. If shipment is made under DOT Special Permit 868, ensure that shipping papers are properly annotated and copy of Special Permit 868 is with shipping papers.</p> <p>Item 26. Ensure driver/operator signs DD Form 626 at origin.</p> <p>Item 28. Ensure driver/operator signs DD Form 626 at destination.</p>

FIGURE 3-4. Motor Vehicle Inspection (Transporting Hazardous Materials), DD Form 626 (Sheet 3 of 3)

3-3.3. VEHICLE AND EQUIPMENT OPERATIONAL RECORD, NAVMC 10627. NAVMC 10627 (figure 3-5) is a vehicle inspection checklist used by the Marine Corps to ensure that motor vehicles are in good mechanical condition before they are used to ship AA&E. NAVMC 10627 is completed each day a Marine Corps vehicle is used for on-station operations. NAVMC 10627 may also be used in lieu of DD Form 626 when transporting small quantities of small arms ammunition (C/D 1.4S) for short distances off-station between the ammunition issue point and the range in support of training exercises. Under these circumstances, the motor vehicle inspections normally performed by certified motor vehicle inspector personnel at points of origin and destination may be waived. Note that this special authorization does not relieve the station from exercising its responsibilities with respect to packaging, marking, labeling and blocking and bracing requirements normally applicable to ammunition movements off-station. Station Standard Operating Procedures (SOPs) must include instructions that clearly indicate the operator's responsibilities with respect to the use of NAVMC Form 10627.

3-3.3.1. NAVMC 10627 is initiated by the activity providing the vehicle. The activity dispatcher assigns the vehicle and qualified operator for the trip. Damage or deficiencies noted before, during or after operations are recorded in the remarks section of the form. NAVMC 10627 is returned to the originating activity dispatcher upon completion of the trip.

3-3.4. CONTAINER PACKING CERTIFICATE OR VEHICLE PACKING DECLARATION, DD FORM 2781. The [International Maritime Dangerous Goods \(IMDG\)](#) code provisions require packing certification for water movements. The shipping activity may use DD Form 2781 (figure 3-6) to accompany the shipping papers for movements of A&E via commercial conveyances destined for water transportation. However, it is permissible to affix a certification statement on the shipping paper or separate sheet instead of using this form. The statement should read: "This is to certify that the cargo inside this unit (vehicle or container no.____) has been properly packed and secured, and that all applicable transport requirements have been met in accordance with the provisions of 12.3.7 (container) or 17.7.7 (vehicle), as applicable, of the general introduction to the International Maritime Dangerous Goods (IMDG) code." The form shall be originated, signed and dated by the individual responsible for packing the container or vehicle.

3-3.5. OPERATOR'S INSPECTION GUIDE AND TROUBLE REPORT, NAVFAC 9-11240/13. NAVFAC 9-11240/13 (figure 3-7) is a motor vehicle operator's inspection report used to report before and after operation inspections. NAVFAC 9-11240/13 may also be used in lieu of DD Form 626 when transporting small quantities of small arms ammunition (C/D 1.4S) for short distances off-station between the ammunition issue point and the range in support of training exercises. Under these circumstances, the motor vehicle inspections normally performed by certified motor vehicle inspector personnel at points of origin and destination may be waived. Note that this special authorization does not relieve the station from exercising its responsibilities with the respect to packaging, marking, labeling and blocking and bracing requirements normally applicable to ammunition movements off-station. Station SOPs must include instructions that clearly indicate the operator's responsibilities with respect to the use of NAVFAC 9-11240/13.

3-3.6. MATERIAL INSPECTION AND RECEIVING REPORT, DD FORM 250. The Material Inspection and Receiving Report, DD Form 250 (figure 3-8) is used for shipment of material from vendor to government installation. It provides for recording of inspection results, establishment of accountability and initiation of payment to vendor.

3-3.7. INSPECTION REQUIREMENTS BY COMMODITY. [Table 3-1](#) provides the revised Navy and Marine Corps inspection requirements for commercial and organic motor vehicles used to transport A&E off-station.

Table 3-1. Inspection of Commercial and Organic Vehicles

COMMODITY	INSPECTION FORM REQUIRED
Explosives Class/Division 1.1, 1.2, 1.3	DD Form 626
Poisons	DD Form 626
Explosive Class/Division 1.4 Placarded Vehicles or Explosive 1.4 Shipments Weighing 1001 lbs. or 454 Kg or more*	DD Form 626
Organic Truck Movements of Explosive 1.4 Shipments Weighing less than 1001 lbs. or 454 Kg*	NAVFAC Form 9-11240/13 (in NAVFAC P-300) or DD Form 626
Commercial Truck Movements of Explosive 1.4 Shipments Weighing less than 1001 lbs. or 454 Kg	Carrier/Driver Pre- and Post-Trip Inspection Form in accordance with 49 CFR, Part 396.11

*See [paragraphs 3-3.3](#) and 3-3.5 for instruction concerning motor vehicle inspection requirements for the transport of small arms ammunition (C/D 1.4S) for short distances off-station between ammunition issue points and ranges in support of training exercises.

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VEHICLE AND EQUIPMENT OPERATIONAL RECORD (ADMINISTRATIVE AND TACTICAL MOTOR VEHICLES) (11240)										
DATE	TYPE	REGISTRATION NO.				ADMINISTRATION NO.				
						1	2	3		
DISPATCHING ORGANIZATION		ACTION	TIME	MILES	TOTAL (Fuel gallons)			TOTAL (Oil quarts)		
					1	2	3	1	2	3
1ST OPERATOR		IN			REPORT TO					
		OUT								
OPERATOR'S SIGNATURE		TOTAL			DISPATCHER'S SIGNATURE					
2D OPERATOR		IN			REPORT TO					
		OUT								
OPERATOR'S SIGNATURE		TOTAL			DISPATCHER'S SIGNATURE					
3D OPERATOR		IN			REPORT TO					
		OUT								
OPERATOR'S SIGNATURE		TOTAL			DISPATCHER'S SIGNATURE					
DESTINATION		TIME		ARRIVAL MILEAGE	CARGO CUBE OR WEIGHT	NO. PASSENGERS	USER SIGNATURE			
a		ARRIVE	DEPART							
FROM		b	c							
TO 1.										
TO 2.										
TO 3.										
TO 4.										
TO 5.										
TO 6.										
TO 7.										
TO 8.										
TO 9.										

DATE	TYPE	REGISTRATION NO.				ADMINISTRATION NO.										
						1	2	3								
1. BEFORE OPERATION		OPERATOR			2. DURING OPERATION			OPERATO			AFTER OPERATION			OPERATOR		
		1st	2d	3d				1st	2d	3d				1st	2d	3d
DAMAGE, PILFERAGE					PARKING BRAKES						LIGHTS AND REFLECTORS					
LEAKS, GENERAL					SERVICE BRAKES						SAFETY DEVICES					
FUEL, OIL, WATER					CLUTCH						BRAKES					
ENGINE, WARM-UP					STEERING						AIR TANKS (DRAIN)					
INSTRUMENTS					ENGINE OPERATION						FUEL, OIL, WATER (Refill)					
SAFETY DEVICES					UNUSUAL NOISES						CLEAN (AS REQUIRED)					
TOOLS AND EQUIPMENT					INSTRUMENTS											

S = SATISFACTORY NA = NOT APPLICABLE X = DEFECTIVE

NAVMC 10627 (REV.11-94) (EF) (PREVIOUS EDITION WILL BE USED.)
 SN: 0109-LF-063-9900

FIGURE 3-5. Vehicle and Equipment Operational Record, NAVMC 10627

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CONTAINER PACKING CERTIFICATE OR VEHICLE PACKING DECLARATION			
Person responsible for packing the cargo transport unit (vehicle/container) will complete the checklist. Cross out "vehicle" or "container", as applicable. After completion, sign the certificate.			
1. It is declared that the undersigned has visually inspected (Container/Vehicle) Number: _____ (cross out whichever item does <u>NOT</u> apply) and it has been loaded/packed in accordance with the provisions of 5.4.2.1 (IMDGC) and CFR 49 and that (indicate "N/A" for all items that do <u>NOT</u> apply):			
	a. The cargo transport unit (container/vehicle) was clean, dry, and apparently fit to receive the goods.		
	b. If the consignment includes goods of class 1, other than 1.4, the cargo transport unit (container/vehicle) is structurally serviceable in conformity with 7.4.6 (IMDGC).		
	c. Goods that should be segregated, have not been packed together onto or in the cargo transport unit (container/ vehicle) (unless approved by the competent authority concerned in accordance with 7.2.2.3 (IMDGC)).		
	d. All packages have been externally inspected for damage, leakage, or sifting, and only sound packages have been packed.		
	e. Drums have been stowed in an upright position, unless otherwise authorized by the competent authority.		
	f. All packages have been properly packed onto or in the cargo transport unit (container/vehicle) and secured.		
	g. When dangerous goods are transported in bulk packagings, the cargo has been evenly distributed.		
	h. The cargo transport unit (container/vehicle) and packagings therein are properly marked, labeled, and placarded.		
	i. When solid carbon dioxide (CO ² - dry ice) is used for cooling purposes, the cargo transport unit (container/vehicle) is externally marked or labeled in a conspicuous place, such as the door, and with the words: " DANGEROUS CO² - GAS (DRY ICE) INSIDE. VENTILATE THOROUGHLY BEFORE ENTERING ".		
	j. The dangerous goods transport document required in 5.4.1 (IMDGC) has been received for each dangerous goods consignment packed in the cargo transport unit (container/vehicle).		
2. PERSON RESPONSIBLE FOR PACKING			
a. PRINTED NAME (<i>Last, First, Middle Initial</i>)	b. RANK/GRADE	c. TITLE	d. ORGANIZATION
e. PLACE PACKED	f. SIGNATURE		g. DATE (YYYYMMDD)

DD FORM 2781, AUG 2013

PREVIOUS EDITION IS OBSOLETE.

Adobe Professional 9.0

FIGURE 3-6. Container Packing Certificate or Vehicle Packing Declaration, DD Form 2781

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OPERATOR'S INSPECTION GUIDE AND TROUBLE REPORT	
Registration No.	Odometer Reading
Use this registration form as a guide when performing before and after operation inspections. Check (☑) items that require servicing by maintenance personnel.	
	1. DAMAGE (Exterior/Interior/Missing Components)
	2. LEAKS (Oil, Gas, Water)
	3. TIRES (Check inflation, abnormal wear)
	4. FUEL, OIL, WATER SUPPLY (Anti-freeze in season)
	5. BATTERY (Check water level, cables, etc.)
	6. HORN
	7. LIGHTS/REFLECTORS/MIRRORS/TURN SIGNALS
	8. INSTRUMENTS (Oil, Air, Temperature, etc.)
	9. WINDSHIELD WIPER
	10. CLEAN WINDSHIELD/VEHICLE INTERIOR
	11. CARGO, MOUNTED EQUIPMENT
	12. STEERING
	13. SAFETY DEVICES (Seat belts, flares, etc.)
	14. DRIVE BELTS/PULLEYS
	15. BRAKES (Drain air tank when equipped)
	16. OTHER (Specify in "Remarks")
DATE	OPERATOR'S SIGNATURE
REMARKS	

NAVFAC 9-11240/13 (12-69)
 Supersedes DD Form 1358
 S/N 0105-LF-004-1195

U. S. GPO: 1989-627-001/80143

FIGURE 3-7. Operator's Inspection Guide and Trouble Report, NAVFAC 9-11240/13

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MATERIAL INSPECTION AND RECEIVING REPORT						Form Approved OMB No. 0704-0248			
<p>The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0248), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p style="text-align: center;">PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES. SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE DFARS, APPENDIX F-401.</p>									
1. PROCUREMENT INSTRUMENT IDENTIFICATION (CONTRACT) NO.		ORDER NO.		6. INVOICE NO./DATE		7. PAGE OF	8. ACCEPTANCE POINT		
2. SHIPMENT NO.	3. DATE SHIPPED	4. B/L TCN			5. DISCOUNT TERMS				
9. PRIME CONTRACTOR CODE			10. ADMINISTERED BY CODE						
11. SHIPPED FROM (if other than 9) CODE			FOB:		12. PAYMENT WILL BE MADE BY CODE				
13. SHIPPED TO CODE			14. MARKED FOR CODE						
15. ITEM NO.	16. STOCK/PART NO.	DESCRIPTION (Indicate number of shipping containers - type of container - container number.)	17. QUANTITY SHIP/REC'D*	18. UNIT	19. UNIT PRICE	20. AMOUNT			
						0			
						0.00			
						0.00			
						0.00			
						0.00			
						0.00			
						0.00			
21. CONTRACT QUALITY ASSURANCE a. ORIGIN <input type="checkbox"/> COA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.				b. DESTINATION <input type="checkbox"/> COA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.				22. RECEIVER'S USE Quantities shown in column 17 were received in apparent good condition except as noted.	
DATE		SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		DATE		SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
TYPED NAME:		TITLE:		TYPED NAME:		TITLE:			
MAILING ADDRESS:		COMMERCIAL TELEPHONE NUMBER:		MAILING ADDRESS:		COMMERCIAL TELEPHONE NUMBER:			
				* If quantity received by the Government is the same as quantity shipped, indicate by (X) mark; if different, enter actual quantity received below quantity shipped and encircle.					
23. CONTRACTOR USE ONLY									

DD FORM 250, AUG 2000

PREVIOUS EDITION IS OBSOLETE.

FIGURE 3-8. Material Inspection and Receiving Report, DD Form 250

3-4. SHIPPING PAPERS.

Motor vehicles transporting AA&E must have shipping papers containing the pertinent data for each type of AA&E being transported. The shipping papers may include the Government Bill of Lading (GBL), SF 1103 or Commercial Bill of Lading (BL); Signature and Tally Record, DD 1907; Motor Equipment Utilization Record, DD Form 1970; Material Inspection and Receiving Report, DD Form 250; Issue Release/Receipt Document, DD Form 1348-1A; Motor Vehicle Inspection Report (Transporting Hazardous Materials), DD Form 626; and the Dangerous Goods Shipping Paper/Declaration and Emergency Response Information for Hazardous Materials Transported by Government Vehicles, DD Form 2890 (for organic Navy/Marine Corps owned vehicles). If applicable, a copy of the DOT Special Permit, Certificate of Equivalency or Interim Hazard Classification shall also accompany the shipping papers.

NOTE

Each motor vehicle loaded with explosives Class/Division 1.1 through 1.4 A&E must have duplicate copies of all shipping papers given to the driver with the exception of Signature and Tally Record (STR), DD Form 1907. The duplicate shipping papers shall be placed in a waterproof envelope marked "shipping papers." For flatbed loads, the envelope shall be nailed to the floor of the trailer at the rear end of the load in a readily accessible location. For closed vans or dromedaries, the envelope may be nailed to the floor, taped to the inside of the door, or placed in a document holder, if one is present on the outside of the door.

The following information must be annotated on the shipping papers in accordance with the guidance provided in [49 CFR 172.202 thru 172.204](#) and [DTR 4500.9-R](#). (See [NAVSEA SW020-AG-SAF-010](#) for further guidance):

- a. Proper shipping name.
- b. Explosive hazard class/division.
- c. UN serial number.
- d. The packing group in roman numerals, if one has been assigned.
- e. The total round quantity and piece count for each item being shipped.
- f. Indicate the number and type or kind of packages on the bill of lading. For example: "6 Pallets (PLT), 2 Skids (SKD), 5 Containers (CNT), etc." Also, indicate the corresponding number of units per each type or kind of package. For example: "6 pallets of 24 boxes per each pallet: or 2 skids of 8 pieces per each skid."
- g. Technical and chemical names, if applicable, in parentheses following the proper shipping name [ex., "Flammable liquids, n.o.s. (contains Xylene and Benzene)"].

- h. Special Permits. Shipments of items issued under a special permit must bear the notation “DOT-SP” followed by the special permit number. It must be located so that it is clearly associated with the description to which the special permit applies. It should be noted that some special permits may still show a "DOT-E" number.
- i. Limited quantities. The description for a material offered for transportation as “limited quantity,” must include the words “Limited Quantity” or “Ltd Qty” following the basic description.
- j. The Military Standard (MIL-STD), Weapons Requirement (WR) slash sheet, NAVSEA drawing, or other approved procedure used in loading the conveyance shall be annotated.
- k. The requirement for use of a tarpaulin shall be annotated on the BL.
- l. Seal number(s) shall be annotated on the BL.

3-4.1. **BILL OF LADING.** A Bill of Lading (BL) is the primary document used to procure freight transportation and related services from commercial carriers, including freight forwarders. For A&E shipments, the BL must contain a description of the hazardous material to include the proper shipping name, the item hazard class and division, the hazardous material identification number (UN number), the packing group, the net explosive weight of the material, the DOT Special Permit number (when applicable), emergency response instructions, and a shipper’s hazardous material certification statement. See [49 CFR 172.200 thru 172.204](#) for detailed instructions. In addition, the BL must include a description of the DOD mandated Transportation Protective Services (TPS) in accordance with [DTR 4500.9-R, chapter 205](#) (see also chapter 8 of [NAVSEA SW020-AG-SAF-010](#)). The two types of BLs used for DOD cargo shipments are the Government Bill of Lading (GBL) and the Commercial Bill of Lading (CBL).

3-4.1.1. **GBL.** The GBL, SF Form 1103, ([figure 3-9](#)), is to be used for international freight/cargo shipments only. The pre-numbered forms are issued by the DOD. The SF 1103 will be used for a shipment into a foreign country that does not recognize DOD cargo that is documented on a CBL, or that requires a GBL for verification of DOD cargo. When appropriate, under certain shipping conditions, GBLs may be used for Foreign Military Sales (FMS) and Grant Aid shipments. Consult [DTR 4500.9-R, chapter 206](#), for information on GBL applications, accountability, and for instructions on how to obtain copies of SF 1103 and SF 1109 (continuation sheet). Consult [DTR 4500.9-R, appendix G](#) and attachment G2 for GBL electronic data interchange (EDI) preparation and data requirements.

3-4.1.2. **CBL.** The CBL, ([figure 3-10](#)), can be used for any freight/cargo shipment, regardless of quantity, size, valuation, and weight. CBL applications and accountability are addressed in [DTR 4500.9-R, chapter 206](#). To date, no standard format has been assigned for the CBL. Consult [DTR 4500.9-R, appendix G](#) and attachment G4 for instructions on CBL preparation and data requirements in an electronic operating environment. A CBL can also be used for FMS and Grant Aid movements in accordance with [DTR 4500.9-R, chapter 206](#) and appendix E instructions.

3-4.2. **SIGNATURE AND TALLY RECORD (STR) DD FORM 1907.** DD Form 1907 ([figure 3-11](#)) must accompany every shipment of classified or protected material accorded a TPS by commercial or military carriers. The STR is designed to provide continuous accountability and custody of a shipment from point of origin to delivery. Explosives drivers must sign the form at point of origin;

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the DD Form 1907 must have two valid signatures prior to shipment departure. Origin shipping inspectors shall verify that the driver has possession of the DD Form 1907 prior to releasing the shipment. Explosives drivers are required to obtain all necessary signatures en route; each person responsible for the proper handling of the shipment throughout transit must sign the DD Form 1907 at the time they assume responsibility. The explosives driver shall surrender the STR to the consignee upon delivery. The consignee is not required to return a copy of the DD Form 1907 to the shipper.

NOTE

Although the STR is not a TPS as defined in [NAVSEA SW020-AG-SAF-010](#), it may be requested by transportation officers to maintain accountability of shipments that are not required to move under a TPS.

NOTE

A thorough investigation into Navy and Marine Corps sensitive AA&E considered to be missing, lost or stolen, or any inventory or accountability losses of such AA&E, shall be conducted in accordance with the provisions of [OPNAVINST 5530.13 \(series\)](#) and the reporting criteria of [OPNAVINST 3100.6 \(series\)](#).

3-4.3. **ISSUE RELEASE/RECEIPT DOCUMENT, FORM 1348-1A.** This form (shown in [figure 3-12](#)) serves as a release document from distribution point to consignee, for retrograde material, for interstation movement of AA&E, and as a receipt document for the consignee. This document may be included as one of the shipping papers an explosives driver will carry and present to the appropriate individual at the receiving activity. It shall contain freight classification nomenclature consisting of the UN proper shipping name, the DOD hazard classification and division, UN identification number, and freight descriptions (motor or rail, as applicable).

3-4.4. **DOD MULTIMODAL DANGEROUS GOODS DECLARATION, DD FORM 2890.** DD Form 2890, [figure 3-13](#), is originated by the shipping activity and is used to provide emergency response instructions for all CONUS movements of A&E by government vehicles. The information on this form is specifically applicable to the cargo being transported, and provides safety precautions and emergency measures to be exercised in the event of an accident, incident, breakdown or fire. The applicable Emergency Response Guidebook (ERG) guidesheet(s) must be attached to the DD Form 2890. The origin government or military driver must keep the DD Form 2890 in the vehicle at all times while in-transit, and must transfer it to each successive driver for delivery to the consignee. When a Security Escort Vehicle (SEV) service is used, personnel performing the service will be provided with a duplicate copy of the DD Form 2890.

NOTE

When a wire twist is applied to the doors of a motor vehicle loaded with AA&E, the "Remarks" block of the DD Form 2890 shall be annotated to read "Wire twist applied to doors. Do not use explosive-actuated, flame- or heat-producing cutters to remove". The "Remarks" block should also read "In case of accident or breakdown, post reflective triangles to warn traffic in each direction".

3-4.5. SEALS NOTICES AND TAGS. A Seal Notice, NAVSUP Form 407, (figure 3-14) shall be attached only by the shipping activity near the cargo opening of any vehicle transporting Security Risk Category (SRC) I, II and SECRET material. This notice tells the carrier what procedures must be followed if it is necessary to break the seals to gain access to the cargo compartment. When a shipment contains classified material, a seal tag containing special instructions for breaking seals shall be attached to the seal. The tag (figure 3-15), is encased in or protected by a transparent, waterproof material containing an eyelet through which the metal band of the seal will be threaded before the seal is attached to the load.

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U.S. GOVERNMENT BILL OF LADING INTERNATIONAL AND DOMESTIC OVERSEAS SHIPMENTS						B/L NUMBER		
TRANSPORTATION COMPANY TENDERED TO					SCAC	DATE B/L PREPARED		
DESTINATION NAME AND ADDRESS			SPLC (Dest.)	ORIGIN NAME AND ADDRESS				
			SPLC (Orig.)					
CONSIGNEE (Name and full address of installation)			GBLOC (Cons.)	SHIPPER NAME AND ADDRESS				
APPROPRIATION CHARGEABLE			BILL CHARGES TO (Dept./agency, bureau/office mailing address and ZIP code)			AGENCY LOC CODE		
VIA (Route shipment when advantageous to the Government)								
MARKS AND ANNOTATIONS								
PACKAGES	HM	DESCRIPTION OF ARTICLES (Use carrier's classification or tariff description if possible; otherwise use a clear nontechnical description.)			19. WEIGHTS* (Pounds only)	FOR USE OF BILLING CARRIER ONLY		
NO.	KIND					Services	Rate	Charges
		CLASSIFICATION ITEM NO.				TOTAL CHARGES		
TARIFF/SPECIAL RATE AUTHORITY				CARRIER WAY/FREIGHT BILL NO. AND DATE				
STOP THIS SHIPMENT AT		FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS						
FOR		SEAL NUMBERS		LENGTH/CUBE		MARKED CAPACITY		DATE FURNISHED
				ORDERED	FURNISHED	ORDERED	FURNISHED	
CARRIER'S PICKUP DATE (Year, month, and day)		APPLIED BY:						
MODE	ESTIMATE	NO. OF CLS/TLS	TYPE RATE	PSC	REASON			
This U.S. Government shipment is subject to terms and conditions of 41 CFR 102-117 and CFR 102-118.		CERTIFICATE OF CARRIER BILLING -- CONSIGNEE MUST NOT PAY ANY CHARGES DELIVERED ON (Year, month, and day)						
FOR USE OF ISSUING OFFICE								
ISSUING OFFICE (Name and complete address)			GBLOC		ISSUING OFFICER			
			CONTRACT/PURCHASE ORDER NO. OR OTHER AUTHORITY			DATED		
FOB POINT NAMED IN CONTRACT								

*Show also cubic measurements for shipments via air, truck or water carrier in cases where required.

AUTHORIZED FOR LOCAL REPRODUCTION

STANDARD FORM 1103 (REV. 9/2003)
Prescribed by GSA/FMR 102-118

FIGURE 3-9. U.S. Government Bill of Lading, SF 1103

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COMMERCIAL BILL OF LADING				DATE	ORIGINAL	B/L NO. >
CARRIER				SCAC	CARRIER ACCOUNT NO.	
DESTINATION (Name, address and ZIP code)				ORIGIN (Name, address and ZIP code)		
SPLC (Dest.)				SPLC (Orig.)		
CONSIGNEE (Name, address and ZIP code of installation)				SHIPPER (Name, address and ZIP code)		
APPROPRIATION CHARGEABLE				BILL CHARGES TO (Dept/agency, bureau/office mailing address and ZIP code)		
VIA (Route shipment when advantageous to the Government)						
MARKS AND ANNOTATIONS						
TOTAL PKGS.			DESCRIPTION OF ARTICLES (Use carrier's classification or tariff description if possible; otherwise use clear nontechnical description)	QUANTITY * (Pounds, Gallons or Barrels)	FOR USE OF BILLING CARRIER ONLY	
NO	KIND	HM			Services	Rate
			CLASSIFICATION ITEM NO			
				TOTAL CHARGES		
TARIFF/SPECIAL RATE AUTHORITY			PICKUP SERVICE FURNISHED <input type="checkbox"/>	SHIPPER'S INITIALS <input type="checkbox"/>	ROUTE ORDER/RELEASE NUMBER	
STOP SHIPMENT AT			FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS			
			INITIALS & NO.	SEAL NUMBERS	LENGTH/CUBE	MARKED CAPACITY
FOR			APPLIED BY SH	ORDERED	FURNISHED	DATE
						2004-05-05
CARRIER'S PICKUP DATE		SIGNATURE OF AGENT		PER	CARRIER WAY/FREIGHT BILL NO. AND DATE	
MODE	ESTIMATE	NO CLS/TL	TYPE RATE	PSC	REASON	DELIVERED ON DATE
			AT (Actual delivery point)			
ISSUING OFFICER AND OFFICE (Issuing officer name, office and complete address)				BY (Name of the delivering carrier)		
				DELIVERED THIS CONSIGNMENT COMPLETE & IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED		
				GBLOC	SHORTAGE <input type="checkbox"/>	DAMAGED <input type="checkbox"/>
				<input type="checkbox"/> CARRIER OS&D REPORT ATTACHED <input type="checkbox"/> DELIVERY AT DESTINATION FURNISHED <input type="checkbox"/> ACCESSORIAL SERVICES CERTIFICATION ATTACHED		NAME OF BILLING CARRIER
CONTRACT/PURCHASE ORDER NO. AND FOB POINT			DATED	SIGNATURE OF AGENT		
THIS IS TO CERTIFY THAT HERE-IN NAMED MATERIALS ARE PROPERLY CLASSIFIED, DESCRIBED, PACKAGED, MARKED, AND LABELED, AND ARE IN PROPER CONDITION FOR TRANSPORTATION ACCORDING TO THE APPLICABLE REGULATIONS OF THE DEPARTMENT OF TRANSPORTATION. SUBJECT TO SECTION 7 OF THE CONDITIONS, IF THIS SHIPMENT IS TO BE DELIVERED TO THE CONSIGNEE WITHOUT RECOURSE ON THE CONSIGNOR, THE CONSIGNOR SHALL SIGN THE FOLLOWING STATEMENT: THE CARRIER SHALL NOT MAKE DELIVERY OF THIS SHIPMENT WITHOUT PAYMENT OF FREIGHT AND ALL OTHER LAWFUL CHARGES.						
RECEIVED, SUBJECT TO THE TENDERS AND RULES IN EFFECT ON THE DATE OF THE ISSUE OF THIS BILL OF LADING, THE PROPERTY DESCRIBED ABOVE IN APPARENT GOOD ORDER, EXCEPT AS NOTED (CONTENTS AND CONDITIONS OF CONTENTS OF PACKAGES UNKNOWN), MARKED, CONSIGNED, AND DESTINED AS INDICATED ABOVE WHICH SAID CARRIER (THE WORD CARRIER BEING UNDERSTOOD THROUGHOUT THIS CONTRACT AS MEANING ANY PERSON OR CORPORATION IN POSSESSION OF THE PROPERTY UNDER THE CONTRACT) AGREES TO CARRY TO ITS USUAL PLACE OF DELIVERY AT SAID DESTINATION, IF ON ITS ROUTE, OTHERWISE TO DELIVER TO ANOTHER CARRIER ON THE ROUTE TO SAID DESTINATION. IT IS MUTUALLY AGREED AS TO EACH CARRIER OF ALL OR ANY OF SAID PROPERTY OVER ALL OR ANY PORTION OF THE SAID ROUTE TO DESTINATION AND AS TO EACH PARTY AT ANY TIME INTERESTED IN ALL OR ANY SAID PROPERTY, THAT EVERY SERVICE BE PERFORMED HERE UNDER SHALL BE SUBJECT TO ALL THE BILL OF LADING TERM AND CONDITIONS IN THE GOVERNING CLASSIFICATION ON THE DATE OF THE SHIPMENT. SHIPPER HEREBY CERTIFIES THAT HE IS FAMILIAR WITH ALL THE BILL OF LADING TERMS AND CONDITIONS IN THE GOVERNING CLASSIFICATION AND THE SAID TERMS AND CONDITIONS ARE HEREBY AGREED BY THE SHIPPER AND ACCEPTED FOR HIMSELF AND HIS ASSIGNS. NOTE - WHERE THE RATE IS DEPENDENT ON VALUE, SHIPPERS ARE REQUESTED TO STATE SPECIFICALLY IN WRITING THE AGREED OR DECLARED VALUE OF THE PROPERTY. THE AGREED OR DECLARED VALUE OF THE PROPERTY IS HEREBY SPECIFICALLY STATED BY THE SHIPPER TO BE NOT EXCEEDING:						
\$ _____ PER _____ FREIGHT CHARGES PREPAID <input type="checkbox"/> COLLECT <input type="checkbox"/> FREIGHT PREPAID UNLESS COLLECT BOX IS CHECKED						

FIGURE 3-10. Sample Commercial Bill of Lading

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SIGNATURE AND TALLY RECORD <i>(See DoD 4500.9-R for guidance)</i> <i>(Use of equivalent carrier-furnished signature and tally record is acceptable.)</i>		<i>OMB No. 0702-0027</i> <i>OMB approval expires</i> <i>Jun 30, 2012</i>		
<small>The public reporting burden for this collection of information is estimated to average 3 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 1155 Defense Pentagon, Washington, DC 20301-1155 (0702-0027). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</small>				
PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM AS DIRECTED IN THE DISTRIBUTION INSTRUCTIONS BELOW.				
DISTRIBUTION INSTRUCTIONS				
<p>(1) The SHIPPER will print two copies, retain one copy and give one to the Origin Carrier.</p> <p>(2) The ORIGIN CARRIER will deliver one copy with original signatures to the Destination Carrier.</p> <p>(3) The DESTINATION CARRIER will attach one copy (reflecting all original signatures) and Standard Form 1113, Public Voucher for Transportation Charges, to the original Commercial Bill of Lading and forward for payment. Reproduced completed copy of DD Form 1907 will be delivered to the Consignee and one will be retained.</p> <p>(4) The CONSIGNEE will ensure Destination Carrier surrenders a reproduced copy of completed form with all signatures.</p>				
SECTION I - TO BE COMPLETED BY THE SHIPPER				
1a. SHIPPER NAME		b. ORIGIN		
2. PROTECTIVE SERVICE REQUESTED		3. COMMERCIAL BILL OF LADING NUMBER		
4a. CONSIGNEE NAME		b. DESTINATION		
5. PERMIT NUMBER (If any)		6. TRANSPORTATION CONTROL NUMBER		
7. ROUTING	8. WEIGHT	9. CUBE		
10. SPECIAL INSTRUCTIONS			11. DATE SHIPMENT TENDERED TO CARRIER (YYYYMMDD)	
12. NAME OF CARRIER			13. NUMBER OF PIECES	
14. TYPE OF PACKAGE(S) (For unsealed loads only) OR CONVEYANCE IDENTIFICATION AND SEAL NUMBERS (For sealed loads only)		15. FREIGHT CLASSIFICATION DESCRIPTION		
SECTION II - TO BE COMPLETED BY EACH PERSON ACCEPTING CUSTODY OF CLASSIFIED OR PROTECTED MATERIAL REQUIRING THE USE OF TRANSPORTATION PROTECTIVE SERVICE DURING TRANSIT				
16. CUSTODY RECORD				
PRINT NAME OF PERSON AND COMPANY REPRESENTED a.	STATION INTERCHANGE POINT DESTINATION b.	SIGNATURE OF PERSON ACCEPTING CUSTODY c.	TIME ACCEPTED d.	DATE ACCEPTED (YYYYMMDD) e.

DD FORM 1907, OCT 2010

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FIGURE 3-11. Signature and Tally Record, DD Form 1907 (Sheet 1 of 2)

NAVSEA SW020-AF-HBK-010 SEVENTH REVISION
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DOD MULTIMODAL DANGEROUS GOODS DECLARATION				
This form may be used as a dangerous goods declaration as it meets the requirements of SOLAS 74, Chapter VII, regulation 54; MARPOL 79/78, Annex III, Regulation 4.				
1. SHIPPER/CONSIGNOR/SENDER		2. TRANSPORT DOCUMENT NUMBER	3. PAGE 1 OF PAGES	4. SHIPPER'S REFERENCE (TCN)
5. FREIGHT FORWARDER'S REFERENCE	6. CONSIGNEE		7. CARRIER (To be completed by the carrier)	
24-HOUR EMERGENCY ASSISTANCE TELEPHONE NUMBERS:				
DOD NON-EXPLOSIVE HAZMAT: (800) 851-8061/ (804) 279-3131 AT SEA: COLLECT: (804) 279-3131	DOD HAZ CLASS 1 (EXPLOSIVES) ONLY: COLLECT: (703) 697-0218/0219 or DSN: 227-0218 (Watch Officer)	CHEMICAL/BIOLOGICAL WARFARE MATERIAL: (410) 436-6200 DSN: 584-6200	DOD SECURE HOLDING: (800) 826-0794 <i>(For TSPs/drivers emergency secure holding issues, accidents, delays, and incidents)</i> OIL/CHEMICAL SPILLS: NRC & TERRORIST HOTLINE: (800) 424-8802 AT SEA: COLLECT: (202) 267-2675	DOD RADIOACTIVE MATERIALS: COLLECT ARMY: (703) 697-0218 USAF: (202) 767-4011 DLA: (800) 851-8061 AT SEA: COLLECT: (804) 279-3131 USN/MC: Use 24-hour emergency response number provided by activity.
8. THIS SHIPMENT IS WITHIN THE LIMITATIONS PRESCRIBED FOR: (X as applicable) <input type="checkbox"/> MILITARY VESSEL <input type="checkbox"/> COMMERCIAL VESSEL <input type="checkbox"/> HIGHWAY/RAIL			9. CONTAINER PACKING CERTIFICATE OR VEHICLE PACKING DECLARATION, DD FORM 2781, IS ATTACHED (X if applicable)	
10. VOYAGE DOCUMENT NUMBER AND SAILING DATE (To be completed by the carrier)		11. PORT/PLACE OF LOADING		
12. PORT/PLACE OF DISCHARGE			13. DESTINATION	
14. SHIPPING MARKS	DESCRIPTION OF GOODS (UN No., PSN, HC, SHC, PG, number and kind of package, and additional information as required by regulations)		NET MASS/QTY (kg/l)	GROSS MASS (kg)
15. CONTAINER IDENTIFICATION NO./VEHICLE REGISTRATION NO.	16. SEAL NUMBER(S)	17. CONTAINER/VEHICLE AND TYPE		18. TARE MASS (kg)
19. ADDITIONAL HANDLING INFORMATION				
20. RECEIVING ORGANIZATION RECEIPT Received the above number of packages/containers/trailers in apparent good order and condition, unless stated hereon:				
a. RECEIVING ORGANIZATION REMARKS				
b. HAULER'S NAME	c. VEHICLE REGISTRATION NO.	d. SIGNATURE AND DATE	e. DRIVER'S SIGNATURE	
21. SHIPPER PREPARING THIS FORM				
SHIPPER'S DECLARATION. I hereby declare that the contents of this consignment are fully and accurately described above by the Proper Shipping Name, and are classified, packaged, marked, and labeled/placarded and are in all respects in proper condition for transport according to applicable international and national government regulations.				
a. NAME OF COMPANY/MILITARY UNIT		b. NAME/STATUS OF DECLARANT/CERTIFIER		
c. PLACE AND DATE		d. SIGNATURE OF DECLARANT/CERTIFIER		

DD FORM 2890, AUG 2013

PREVIOUS EDITION IS OBSOLETE.

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FIGURE 3-13. DOD Multimodal Dangerous Goods Declaration, DD Form 2890 (Sheet 1 of 2)

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**INSTRUCTIONS FOR COMPLETING DD FORM 2890,
DOD MULTIMODAL DANGEROUS GOODS DECLARATION**

Item 1. Shipper/Consignor/Sender. Enter the address and telephone number where the HAZMAT was certified.

Item 2. Transport Document Number (Ocean container shipments only). The vessel manifest number to which the Multimodal Dangerous Goods Declaration will be attached may be entered in this block. The shipper need not enter this number. The accepting operator may enter it at the time it is assigned. Leave blank for breakbulk shipments. Shipper enters container "V" number.

Item 3. Page ___ of ___ Pages. Enter the page number and total number of pages. Example: Page 1 of 1.

Item 4. Shipper's Content Reference Number (TCN). Enter the 17-character TCN

Item 5. Freight Forwarder's Reference. Leave blank.

Item 6. Consignee. Enter the six-digit DODAAC and/or the in-the-clear geographical location of the ultimate consignee (if known). For shipments of infectious substances, enter also the full address, name and telephone number of a responsible person for contact in an emergency.

Item 7. Carrier. Enter Vessel Carrier Name. To be completed by the carrier.

24 Hour Assistance Telephone Number(s). Circle applicable emergency number(s).

Item 8. Shipment Within the Limitations Prescribed for Military Vessel/Commercial Vessel/Highway/Rail. Mark X in the appropriate block.

Item 9. Container Certification/Vehicle Declaration. Declarant must mark X if applicable. U.S. Coast Guard or port officials may require verification of the container certification/vehicle declaration. DD Form 2781 is a detailed checklist which meets USCG/Customs requirements. DD Form 2781 must be signed and attached to DD Form 2890.

Item 10. Voyage Document Number and Sailing Date (To be completed by the carrier). Enter the voyage document number and the date of sail.

Item 11. Port/Place of Loading. Enter the three-digit POE code and/or the in-the-clear geographical location of the port of embarkation.

Item 12. Port/Place of Discharge. Enter the three-digit POD code and/or the in-the-clear geographical location of the port of debarkation.

Item 13. Destination (in the clear). Enter destination address.

Item 14. Shipping Marks.

1. The identification number prescribed for the material as shown in Column (4) of the Section 49 CFR 172.101 table;
2. The proper shipping name prescribed for the material in Column (2) of the Section 172.101 table;
3. The hazard class or division number prescribed for the material, as shown in Column (3) of the Section 172.101 table. The subsidiary hazard class or division number is not required to be entered when a corresponding subsidiary hazard label is not required. Except for combustible liquids, the subsidiary hazard class(es) or subsidiary division number(s) must be entered in parentheses immediately following the primary hazard class or division number. In addition: The words "Class" or "Division" may be included preceding the primary and subsidiary hazard class or division numbers. The hazard class need not be included for the entry "Combustible liquid, N.O.S." For domestic shipments, primary and subsidiary hazard class or division names may be entered following the numerical hazard class or division, or following the basic description.
4. The packing group in Roman numerals, as designated for the hazardous material in Column (5) of the Section 172.101 table. Class 1 (explosives) materials; self-reactive substances; batteries other than those containing lithium, lithium ions, or sodium; Division 5.2 materials; and entries that are not assigned a packing group (e.g., Class 7) are excepted from this requirement. The packing group may be preceded by the letters "PG" (for example, "PGII");
5. Enter additional information from the IMDG, chapter 5.4, as required (i.e. Marine Pollutant, Flashpoint, Toxin Inhalation Hazard, RQ, etc.);
6. Enter the number and kind of packaging.

Item 14. Shipping Marks (Continued).

7. Except for transportation by aircraft, the total quantity of hazardous materials covered by the description must be indicated (by mass or volume, or by activity for Class 7 materials) and must include an indication of the applicable unit of measurement, for example, "200 kg" (440 pounds) or "50L" (13 gallons). The following provisions also apply: For Class 1 materials, the quantity must be the net explosive mass. For an explosive that is an article, such as Cartridges, small arms, the net explosive mass may be expressed in terms of the net mass of either the article or the explosive materials contained in the article.

8. Ammunition transported by Government Vehicle, Unit will enter the total net quantity for non-explosive material in metric measure. U.S. measure may be added in parentheses underneath the metric measure. For ammunition, enter the total number of rounds/articles and NEW in kg. Exception: Net total quantity is not required for bulk packages, empty packages and cylinders of Class 2.

9. Radioactive material. The description for a shipment of a Class 7 (radioactive) material must include the following additional entries as appropriate:

- a. The name of each radionuclide in the Class 7 (radioactive) material that is listed in Section 173.435 of this subchapter. For mixtures of radionuclides, the radionuclides required to be shown must be determined in accordance with Section 173.433(g) of this subchapter. Abbreviations, e.g., "99 Mo," are authorized.
- b. A description of the physical and chemical form of the material, if the material is not in special form (generic chemical description) is acceptable for chemical form).
- c. The activity contained in each package of the shipment in terms of the appropriate SI units (e.g. Becquerels (Bq), Terabecquerels (TBq), etc.). The activity may also be stated in appropriate customary units (Curies (Ci), milliCuries (mCi), microCuries (uCi), etc.) in parentheses following the SI units. Abbreviations are authorized. Except for plutonium-239 and plutonium-241, the weight in grams or kilograms of fissile radionuclides may be inserted instead of activity units. For plutonium-239 and plutonium-241, the weight in grams of fissile radionuclides may be inserted in addition to the activity units.

Item 15. Container ID Number/Vehicle Registration Number. Enter ID number of the container or vehicle registration number. A dash (-) or blank space is acceptable before the check digit.

Item 16. Seal Number(s). Enter seal number installed on container.

Item 17. Container/Vehicle and Type. Enter type and size of container (20 or 40 ft.) or vehicle description (e.g., HUMVEE).

Item 18. Tare Mass (kg). Enter tare weight of the container.

Item 19. Additional Handling Information.

If applicable, provide additional handling instructions. Enter the Emergency Response Guide (ERG) Number(s) of the HAZMAT and attach the specific ERG page to DD Form 2890. If applicable, drivers transporting regulated HAZMAT on European highways must be provided Transport Emergency Cards (TREMOCARDS) in the host nation language which must be attached to the shipping papers.

Item 20. Receiving Organization Receipt. Leave blank as this will be filled out by the receiving organization. Signing this block states that the shipment is in good order, unless otherwise noted.

Item 21. Shipper Preparing This Form.

- a. Name of Company/Military Unit. Enter the name of company.
- b. Name/Status of Declarant/Certifier. Enter the name and status of the person signing the form.
- c. Place and Date. Enter the place and date the material was certified.
- d. Signature of Declarant/Certifier. The person who certifies on behalf of DoD that the shipment complies with the applicable regulatory requirements must sign the form.

DD FORM 2890 (BACK), AUG 2013

**FIGURE 3-13. DOD Multimodal Dangerous Goods Declaration,
DD Form 2890 (Sheet 2 of 2)**

NAVSUP FORM 407 (REV. 10-78)

NOTICE

The Doors of This Car or Vehicle are Sealed with NAVY SEALS. The Seals are Not to be Broken nor the Car or Vehicle Entered (except in an extreme emergency) Without Prior Approval of the (Insert name and telephone number of shipping activity)

GIVE ALL REFERENCES NOTED BELOW

REFERENCES	Car or Vehicle Initial & No. No 272/276B ICC 47142	B/L No.	Trans. Control No. (if any) R00164-4140-0200
	Consignor NWC China Lake, CA		Origin China Lake, CA
	Consignee NSWC Dahlgren, VA		Destination Dahlgren, VA
	S/N 0108-LF-500-4070		

FIGURE 3-14. Seal Notice, NAVSUP Form 407

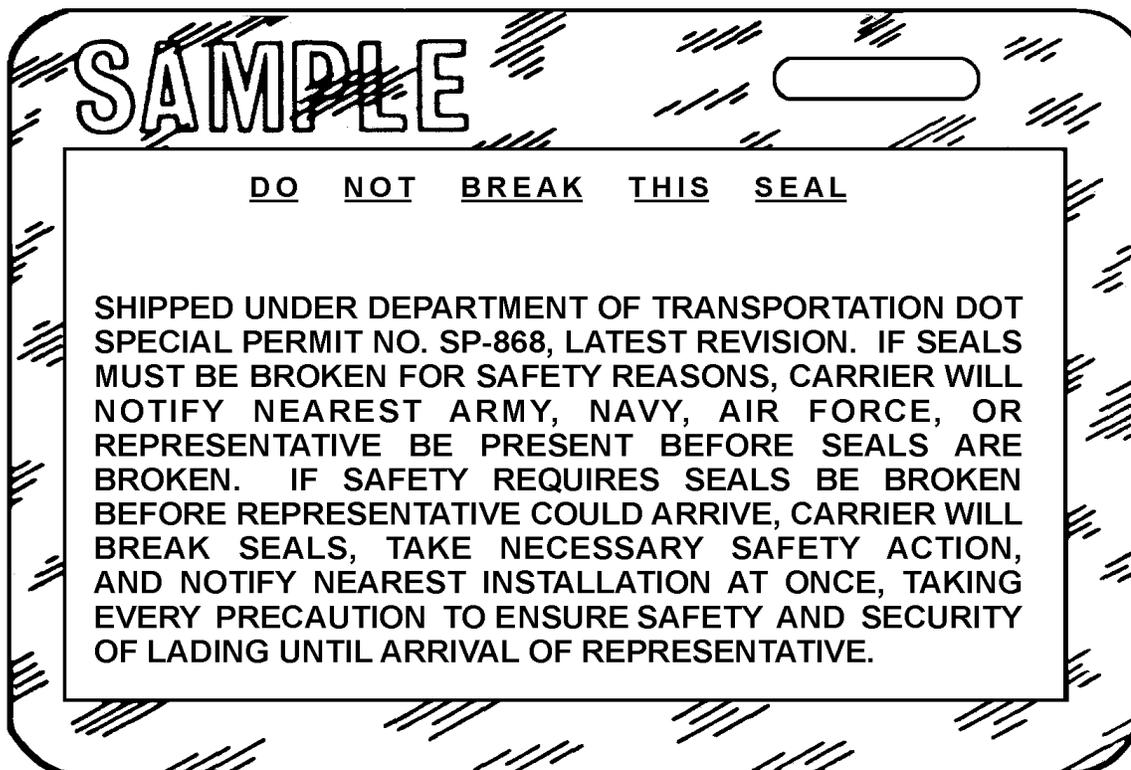


FIGURE 3-15. Waterproof Seal Tag Required for Classified Shipment

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3-4.6. **SHIPPER'S DECLARATION FOR DANGEROUS GOODS FORM.** The Shipper's Declaration for Dangerous Goods Form ([figure 3-16](#)) is used on air shipments of A&E, biologicals, classified material, or any other material requiring special handling as determined by the shipping activity. This form, which replaces DD Form 1387-2 for certification purposes, is affixed to the other applicable shipping documents. It describes services to be used. It shall be completed as described in [NAVSUP Pub 505](#) and [DTR 4500.9-R](#).

3-4.7. **MEMORANDUM RECEIPT.** A memorandum receipt is an informal shipping paper used as a bill of lading for on-station movement of A&E.

3-5. REPORTS OF INCIDENTS DURING TRANSIT.

Explosives drivers shall report incidents occurring en route, such as accidents, fire, breakdowns and security violations. Reports shall be prepared and processed as described in the following paragraphs.

3-5.1. **MOTOR VEHICLE ACCIDENT REPORT, STANDARD FORM (SF) 91.** Every accident involving a Navy vehicle shall be reported by the driver of the vehicle on the Motor Vehicle Accident Report, SF 91, ([figure 3-17](#)). Drivers are required to carry a copy of this form in the vehicle at all times. The driver shall accurately and completely record all of the facts concerning the accident, and ensure immediate delivery of the form to the proper authority in accordance with [NAVSEA SW020-AG-SAF-010](#) and [OPNAVINST 5102.1 \(series\)](#). For assistance in the correct preparation of this report, drivers may refer to [appendix B](#) for a detailed breakdown of the required information. Specific instructions for drivers in the event of an accident are covered in [paragraph 5-7.1](#).

3-5.1.1. Commercial carrier drivers shall refer to [NAVSEAINST 8020.18 \(series\)](#), "Transportation Emergency Response Involving DOD Conventional Munitions and Explosives," when reporting transportation accidents or incidents.

3-5.2. **REQUIRED WRITTEN REPORTS OF DELAYS, BREAKDOWNS, OR DAMAGED CONTAINERS.** Delays due to breakdowns shall be reported by the driver on DD Form 1970 or NAVMC 10627. The form shall be distributed as specified in [paragraphs 3-3.1](#) or [3-3.3](#) respectively. Written reports for delays of specific duration are addressed in [paragraph 5-10.2](#). Although no forms are provided for reporting delays caused by conditions other than breakdowns (such as damaged containers), explosives drivers shall promptly submit complete and accurate written reports in all cases.

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SHIPPER'S DECLARATION FOR DANGEROUS GOODS

(Provide at least two copies to the airline.)

Shipper		Air Waybill No.						
		Page of Pages						
		Shipper's Reference Number <i>(optional)</i>						
Consignee								
<i>Two completed and signed copies of this Declaration must be handed to the operator</i>		WARNING Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties. This Declaration must not, in any circumstances, be completed and/or signed by a consolidator, a forwarder or an IATA cargo agent.						
TRANSPORT DETAILS								
This shipment is within the limitations prescribed for <i>(delete non-applicable)</i>								
<table border="1"> <tr> <td>PASSENGER AND CARGO AIRCRAFT</td> <td>CARGO AIRCRAFT ONLY</td> </tr> </table>		PASSENGER AND CARGO AIRCRAFT	CARGO AIRCRAFT ONLY	Airport of Departure				
PASSENGER AND CARGO AIRCRAFT	CARGO AIRCRAFT ONLY							
Airport of Destination		Shipment type <i>(delete non-applicable)</i> <table border="1"> <tr> <td>NON-RADIOACTIVE</td> <td>RADIOACTIVE</td> </tr> </table>					NON-RADIOACTIVE	RADIOACTIVE
NON-RADIOACTIVE	RADIOACTIVE							
NATURE AND QUANTITY OF DANGEROUS GOODS								
Dangerous Goods Identification								
Proper Shipping Name	Class or Division	UN or ID No.	Pack-ing Group	Subsi-dary Risk	Quantity and type of packing	Packing Inst.	Authorization	
Additional Handling Information								
This shipment prepared according to: <input type="checkbox"/> 49CFR <input type="checkbox"/> IATA Regulations <input type="checkbox"/> ICAO Regulations								
I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.					Name/Title of Signatory Place and Date Signature <i>(see warning above)</i>			

SD-1

DG SUPPLIES, INC. P.O. BOX 400 DAYTON, N.J. 08810 1 800 347-7879

FIGURE 3-16. Shipper's Declaration for Dangerous Goods

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MOTOR VEHICLE ACCIDENT REPORT	Please read the Privacy Act Statement on Page 3	INSTRUCTIONS: Sections I thru IX are filled out by the vehicle operator. Section X, items 72 thru 82c are filled on by the operator's supervisor. Section XI thru XIII are filled out by an accident investigator for bodily injury, fatality, and/or damage exceeding \$500.			
SECTION I - FEDERAL VEHICLE DATA					
1. DRIVER'S NAME (Last, first, middle) Doe John H.		2. DRIVER'S LICENSE NO./STATE/LIMITATIONS AA0I812/Va.		DATE OF ACCIDENT	
4a. DEPARTMENT/FEDERAL AGENCY PERMANENT OFFICE ADDRESS Department of the Navy, Naval Weapons Station site - Yorktown			4b. WORK TELEPHONE NUMBER (804) 887-0000		
5. TAG OR IDENTIFICATION NUMBER N9645793	6. EST. REPAIR COST \$ 3,500.00	7. YEAR OF VEHICLE 1995	8. MAKE Ford	9. MODEL Truck 15T	
10. SEAT BELTS USED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO					
11. DESCRIBE VEHICLE DAMAGE Right front fender, front fender, front end					
SECTION II - OTHER VEHICLE DATA (Use Section VIII if additional space is needed)					
12. DRIVER'S NAME (Last, first, middle) Chambers Tom		13. SOCIAL SECURITY NO./ TAX IDENTIFICATION NO. 000-00-0000	14. DRIVER'S LICENSE NO./STATE/LIMITATIONS TC00000/Va.		
15a. DRIVER'S WORK ADDRESS Naval Weapons Station Yorktown, Va.			15b. WORK TELEPHONE NUMBER (804) 887-0000		
16a. DRIVER'S HOME ADDRESS 700 Latham Drive Newport News, Va.			16b. HOME TELEPHONE NUMBER (804) 887-0000		
17. DESCRIPTION OF VEHICLE DAMAGE Left front fender, driver door, gas tank, hood, roof, windows			18. ESTIMATED REPAIR COST \$ 2,500.00		
19. YEAR OF VEHICLE 1984	20. MAKE OF VEHICLE Buick	21. MODEL OF VEHICLE Station Wagon		22. TAG NUMBER AND STATE XXXXXX/Va	
23a. DRIVER'S INSURANCE COMPANY NAME AND ADDRESS Last Chance Insurance Company Newport News, Va.			23b. POLICY NUMBER 1234567890123		
24. VEHICLE IS <input type="checkbox"/> CO-OWNED <input type="checkbox"/> RENTAL <input type="checkbox"/> LEASED <input checked="" type="checkbox"/> PRIVATELY OWNED			25a. OWNER'S NAME(S) (Last, first, middle) Chambers Tom		
26. OWNER'S ADDRESS(ES) 700 Latham Drive Newport News, Va.			25b. TELEPHONE NUMBER (804) 887-0000		
SECTION III - KILLED OR INJURED (Use Section VIII if additional space is needed)					
27. NAME (Last, first, middle) Chambers Tom		28. SEX M	29. DATE OF BIRTH		
30. ADDRESS 700 Latham Drive Newport News, Va.					
A	31. MARK "X" IN TWO APPROPRIATE BOXES <input type="checkbox"/> KILLED <input checked="" type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input checked="" type="checkbox"/> INJURED <input type="checkbox"/> HELPER <input type="checkbox"/> PEDESTRIAN		32. IN WHICH VEHICLE <input type="checkbox"/> FED <input checked="" type="checkbox"/> OTHER (2)	33. LOCATION IN VEHICLE Driver seat	34. FIRST AID GIVEN BY EMS York County
35. TRANSPORTED BY EMS York County		36. TRANSPORTED TO Riverside Hospital			
37. NAME (Last, first, middle)		38. SEX	39. DATE OF BIRTH		
40. ADDRESS					
B	41. MARK "X" IN TWO APPROPRIATE BOXES <input type="checkbox"/> KILLED <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> INJURED <input type="checkbox"/> HELPER <input type="checkbox"/> PEDESTRIAN		42. IN WHICH VEHICLE <input type="checkbox"/> FED <input type="checkbox"/> OTHER (2)	43. LOCATION IN VEHICLE	44. FIRST AID GIVEN BY
45. TRANSPORTED BY		46. TRANSPORTED TO			
47. Pedestrian	a. NAME OF STREET OR HIGHWAY		b. DIRECTION OF PEDESTRIAN (SW corner to NE corner, etc.)		
			FROM	TO	
	c. DESCRIBE WHAT PEDESTRIAN WAS DOING AT TIME OF ACCIDENT (Crossing intersection with signal, against signal, diagonally; in roadway playing, walking, hitchhiking, etc.)				

NSN 7540-00-634-4041
Previous edition not usable

STANDARD FORM 91 (REV. 2/2004)
Prescribed by GSA-FMR 102-34.295

FIGURE 3-17. Motor Vehicle Accident Report, SF 91 (Sheet 1 of 4)

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SECTION IV - ACCIDENT TIME AND LOCATION (Use Section VIII if additional space is needed.)	
48. DATE OF ACCIDENT	49. PLACE OF ACCIDENT (Street address, city, state, ZIP Code; Nearest landmark; Distance nearest intersection; Kind of locality (industrial, business, residential, open country, etc.); Road description).
50. TIME OF ACCIDENT	Intersection of Rt. 238 and Rt. 17, just south of the Coleman Bridge.
09:15	
	AM
	PM

<p>51. INDICATE ON THIS DIAGRAM HOW THE ACCIDENT HAPPENED</p> <p><i>Use one of these outlines to sketch the scene. Write in street or highway names or numbers.</i></p> <p>a. Number Federal vehicle as 1, other vehicle as 2, additional vehicle as 3 and show direction of travel with arrow</p> <p>Example: → 1 ← 2 ←</p> <p>b. Use solid line to show path before accident and broken line after the accident</p> <p>c. Show pedestrian by → ○</p> <p>d. Show railroad by + + + + +</p> <p>e. Place arrow in this circle to indicate NORTH</p>	52. POINT OF IMPACT (Check one for each vehicle)																										
	<table border="1"> <thead> <tr> <th>FED</th> <th>2</th> <th>AREA</th> </tr> </thead> <tbody> <tr> <td>X</td> <td></td> <td>a. Front</td> </tr> <tr> <td>X</td> <td></td> <td>b. R. Front</td> </tr> <tr> <td>X</td> <td>X</td> <td>c. L. Front</td> </tr> <tr> <td></td> <td></td> <td>d. Rear</td> </tr> <tr> <td></td> <td></td> <td>e. R. Rear</td> </tr> <tr> <td></td> <td></td> <td>f. L. Rear</td> </tr> <tr> <td></td> <td></td> <td>g. R. Side</td> </tr> <tr> <td></td> <td>X</td> <td>h. L. Side</td> </tr> </tbody> </table>	FED	2	AREA	X		a. Front	X		b. R. Front	X	X	c. L. Front			d. Rear			e. R. Rear			f. L. Rear			g. R. Side		X
FED	2	AREA																									
X		a. Front																									
X		b. R. Front																									
X	X	c. L. Front																									
		d. Rear																									
		e. R. Rear																									
		f. L. Rear																									
		g. R. Side																									
	X	h. L. Side																									

53. DESCRIBE WHAT HAPPENED (Refer to vehicles as "Fed", "2", "3", etc. Please include information on posted speed limit, approximate speed of the vehicles, road conditions, weather conditions, driver visibility, condition of accident vehicles, traffic controls (warning light, stop signal, etc.), condition of light (daylight, dusk, night, dawn, artificial light, etc.), and driver actions (making U-turn, passing, stopped in traffic, etc.)

I was proceeding south on Rt. 17 within the posted speed limit. I crossed the Coleman Bridge approaching the intersection of Rt. 238 when another vehicle suddenly appeared in my lane. It was raining and the roads were slippery. I applied the brakes, but due to the road conditions, was unable to stop in time. My truck struck the other vehicle in the left front fender and driver's side door, flipping the car over and my truck came to rest on top of the car, puncturing his gas tank.

SECTION V - WITNESS/PASSENGER (Witness must fill out SF 94, Statement of Witness) (Continue in Section VIII.)			
A	54. NAME (Last, first, middle) Drew David Ralph	55. WORK TELEPHONE NUMBER (804) 887-0000	56. HOME TELEPHONE NUMBER (804) 887-0000
	57. WORK ADDRESS 127 S. Jeff St. Portsmouth, Va.	58. HOME ADDRESS 6 North St. Portsmouth, Va.	
B	59. NAME (Last, first, middle)	60. WORK TELEPHONE NUMBER ()	61. HOME TELEPHONE NUMBER ()
	62. WORK ADDRESS	63. HOME ADDRESS	

SECTION VI - PROPERTY DAMAGE (Use Section VIII if additional space is needed.)		
64a. NAME OF OWNER (Last, first, middle)	64b. WORK TELEPHONE NUMBER ()	64c. HOME TELEPHONE NUMBER ()
64d. WORK ADDRESS	64e. HOME ADDRESS	
65a. NAME OF INSURANCE COMPANY	65b. TELEPHONE NUMBER ()	65c. POLICY NUMBER
66. ITEM DAMAGED	67. LOCATION OF DAMAGED ITEM	68. ESTIMATED COST

SECTION VII - POLICE INFORMATION		
69a. NAME OF POLICE OFFICER Sgt. Frank William Pool	69b. BADGE NUMBER 1	69c. TELEPHONE NUMBER (804) 887-0000
70. PRECINCT OR HEADQUARTERS Va. State Police	71a. PERSON CHARGED WITH ACCIDENT Tom Chambers	71b. VIOLATION(S) Failure to yield

FIGURE 3-17. Motor Vehicle Accident Report, SF 91 (Sheet 2 of 4)

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SECTION VII - EXTRA DETAILS

SPACE FOR DETAILED ANSWERS. INDICATE SECTION AND ITEM NUMBER FOR EACH ANSWER. IF MORE SPACE IS NEEDED, CONTINUE ITEMS ON PLAIN BOND PAPER.

PRIVACY ACT STATEMENT

The information on this form is subject to the Privacy Act of 1974 (5 U.S.C. section 552a). Authority to collect the information is Title 40 U.S.C. Section 491 and the title 31 U.S.C. Section 7701. The formation is required by federal Government agencies to administer motor vehicle programs, including maintaining records on accidents involving privately owned and Federal fleet vehicles, and collecting accident claims resulting from accidents. Federal employees, and employees under contract, will use the information only in the performance of their official duties. Routine uses of the collected information may include disclosures to: appropriate Federal, State, or local agencies or contractors when relevant to civil, criminal, or regulatory investigations or prosecutions; the Office of personnel Management and the General Accounting Office for program evaluation purposes; a Member of Congress or staff in response to a request for assistance by the individual of record; another Federal agency, including the Department of Treasury and Justice, or a court under judicial proceedings; agency Inspectors General in conducting audits; private insurance and the collection agencies (including agencies under contract to Treasury to collect debt), and to other agency finance offices for federal management and debt collection. Furnishing the requested information is mandatory, including the Social security Number or Taxpayer's Identification Number(TIN) for use as a unique identifier to ensure accurate identification for individuals or firms in the system.

SECTION IX - FEDERAL DRIVER CERTIFICATION

I certify that the information on this form (Sections I thru VII) is correct to the best of my knowledge and belief.

72a. NAME AND TITLE OF DRIVER John H. Doe Truck Driver WG-8	72b. DRIVER'S SIGNATURE AND DATE <i>John H. Doe</i> 7/15/2012
--	--

SECTION X - DETAILS OF TRIP DURING WHICH ACCIDENT OCCURRED

73. ORIGIN	74. DESTINATION
------------	-----------------

75. EXACT PURPOSE OF TRIP

76. TRIP BEGAN	DATE	TIME (Include AM or PM)	77. ACCIDENT OCCURRED	DATE	TIME (Include AM or PM)
----------------	------	-------------------------	-----------------------	------	-------------------------

78. AUTHORITY FOR THE TRIP WAS GIVEN TO THE OPERATOR <input type="checkbox"/> ORALLY <input type="checkbox"/> IN WRITING (Explain)	79. WAS THERE ANY DEVIATION FROM DIRECT ROUTE? <input type="checkbox"/> NO <input type="checkbox"/> YES (Explain)
---	--

80. WAS THE TRIP MADE WITHIN ESTABLISHED WORKING HOURS? <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain)	81. DID THE OPERATOR, WHILE ENROUTE, ENGAGE IN ANY ACTIVITY OTHER THAN THAT FOR WHICH THE TRIP WAS AUTHORIZED? <input type="checkbox"/> NO <input type="checkbox"/> YES (Explain)
---	--

82. COMPLETED BY DRIVER'S SUPERVISOR <input type="checkbox"/> YES <input type="checkbox"/> NO	a. DID THIS ACCIDENT OCCUR WITHIN THE EMPLOYEE'S SCOPE OF DUTY b. COMMENTS	
---	---	--

83a. NAME AND TITLE OF SUPERVISOR	83b. SUPERVISOR'S SIGNATURE AND DATE	83c. TELEPHONE NUMBER
-----------------------------------	--------------------------------------	-----------------------

FIGURE 3-17. Motor Vehicle Accident Report, SF 91 (Sheet 3 of 4)

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SECTION XI - ACCIDENT INVESTIGATION DATA

84. DID THE INVESTIGATION DISCLOSE CONFLICTING INFORMATION. NO YES (If checked, explain below.)

85. PERSONS INTERVIEWED

NAME	DATE	NAME	DATE
a.		c.	
b.		d.	

86. ADDITIONAL COMMENTS (Indicate section and item number of reach comment).

SECTION XII - ATTACHMENTS

87. LIST ALL ATTACHMENTS TO THIS REPORT

SECTION XIII - COMMENTS/APPROVALS

88. REVIEWING OFFICIAL'S COMMENTS

89. ACCIDENT INVESTIGATOR			90. ACCIDENT REVIEWING OFFICIAL		
a. SIGNATURE	b. DATE		a. SIGNATURE	b. DATE	
c. NAME (First, middle, last)			c. NAME (First, middle, last)		
d. TITLE			d. TITLE		
e. OFFICE			e. OFFICE		
f. OFFICE TELEPHONE NUMBER			OFFICE TELEPHONE NUMBER		
AREA CODE	NUMBER	EXTENSION	AREA CODE	NUMBER.	EXTENSION

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FIGURE 3-17. Motor Vehicle Accident Report, SF 91 (Sheet 4 of 4)

3-5.3. REPORTS OF SECURITY VIOLATIONS. A complete report shall be made of any shortage of AA&E or any violation of security that apparently occurred in transit. Copies of such reports shall be submitted to the [NOSSA, Code N5](#), Farragut Hall, 3817 Strauss Avenue, Suite 108, Indian Head, MD 20640-5151 with a copy forwarded to Military Surface Deployment and Distribution Command (SDDC). These reports shall be transmitted by the fastest means consistent with appropriate security regulations. The reporting activity shall also promptly notify [NOSSA \(N5\)](#) and [SDDC](#) when a shortage is subsequently recovered, indicating the condition of the material as received. In the event of loss of classified material or AA&E, the local office of the [Naval Criminal Investigative Service \(NCIS\)](#) shall also be notified. The [NCIS](#) will notify the Federal Bureau of Investigation (FBI) when necessary. For Marine Corps activities involving OT cognizant material, notification shall be made to HQMC (POS) and COMMARCORSYSCOM (PMAM). OT cognizant material is conventional ammunition Class V used by the Marine Corps not to include aviation munitions Class V(A).

3-6. REPORTS OF DISCREPANCY.

3-6.1. TRANSPORTATION DISCREPANCY REPORT, DD FORM 361. The Transportation Discrepancy Report (TDR), DD Form 361, ([figure 3-18](#)) shall be used for reporting over, short, astray, loss of, or damage to shipments; improper loading, or blocking or bracing of the load; improper handling by carrier; improper placard; and other transportation discrepancies. The TDR shall not be used to report damages attributed solely to improper packaging. Such damages should be reported on SF 364. See [paragraph 3-6.2](#).

3-6.1.1. Some of the conditions requiring use of the DD Form 361 to report transportation discrepancies are as follows:

- a. The value of overages, shortages, or damages is not known, or when it exceeds \$100.00. (Damage must be reported within seven working days.)
- b. The overage or shortage is not resolved within 30 days from the date of detection.
- c. There is theft, pilferage, or partial loss of container contents while in transit.
- d. Astray freight is located in carrier's terminals or warehouses, or is delivered to a military installation by the carrier and there is not sufficient information to permit immediate disposition.
- e. Improper loading, handling, blocking, or bracing are detected, regardless of whether loss or damage has resulted.
- f. A shipment is misdirected.
- g. Placarding, labeling, or certification of the conveyance for transporting A&E is not in accordance with DOT or military regulations.
- h. Improper or inadequate carriers services or equipment are involved.
- i. Carrier tariff requirements or military regulations are not observed.

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j. Violations of security regulations including broken or missing seals, or non-compliance with TPS requirements.

k. Significant or repetitive discrepancies are made by the same shipper in the preparation or distribution of BLs.

3-6.1.2. Distribution of the TDR shall be as described in [DTR 4500.9-R](#) and [NAVSEA SW020-AG-SAF-010](#). However, in all cases of transportation discrepancies involving Navy shipments of AA&E, one copy of the TDR with a copy of the BL shall be forwarded to [NOSSA \(N5\)](#). For Marine Corps activities involving OT cognizant material, a copy shall be provided to HQMC (POS) and COMMARCORSYSCOM (PMAM). OT cognizant material is conventional ammunition Class V used by the Marine Corps not to include aviation munitions Class V(A).

3-6.1.3. Reporting of Minor In-Transit Damages. [DTR 4500.9-R](#) requires the use of SF 1200, GBL Correction Notice, ([figure 3-19](#)) for reporting any minor in-transit damage to cargo. Only damages of at least \$50.00 are required to be reported via SF 1200. Damages of \$100.00 or greater require preparation of an SF 361.

3-6.2. **REPORTING IMPROPER PACKAGING, PACKING AND/OR MARKING.** According to SECNAVINST 4355.18 (series) and NAVSUP P-723, shipping (item) discrepancies and packing/packaging/marking discrepancies attributable to the shipper are identified as supply discrepancies, and are reported on a Supply Discrepancy Report (SDR) using the SF-364, Report of Discrepancy ([figure 3-20](#)). The term "SDR" identifies all forms and formats of discrepancy reporting that has evolved from the SF 364. The term "packaging" includes preservation materials, inner and outer packaging/packing configurations, and marking. When practical, technically competent hazardous materials packaging specialists should be consulted to aid in analyzing and reporting packaging deficiencies involving AA&E.

3-6.2.1. Some of the conditions requiring preparation of a SDR are as follows:

- a. Any packaging deficiency that results in mission degradation.
- b. Any packaging deficiency, regardless of dollar amount, that could cause a potentially hazardous condition, even if no damage or other unsatisfactory condition has resulted.
- c. Any packaging deficiency for which the cost of correction is \$50.00 or more.
- d. Excessive preservation, packaging or packing.
- e. Repeated packaging deficiencies by the same shipping activity.
- f. Marking deficiencies such as incorrect address information; inadequate marking that requires opening of containers or results in improper handling or stowage; improper identification marking of A&E.
- g. Inadequate cushioning, blocking or bracing (within a container).
- h. Shortages or overages in excess of \$100.00 per line item and all shortages/overages involving classified and/or protected AA&E items, regardless of dollar amount.
- i. Missing, incomplete or incorrect shipping documentation.

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TRANSPORTATION DISCREPANCY REPORT (TDR)	1. DATE	2. REPORT NUMBER	OMB No. 0702-0124 OMB approval expires Feb 28, 2009
--	---------	------------------	---

The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate (0702-0124). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO:
SDDC, ATTN: MTDC-OPCL, 661 SHEPPARD PLACE, FORT EUSTIS, VA 23604.

PART I

REQUEST FOR INFORMATION (RFI)
 MISCELLANEOUS PROBLEMS
 ASTRAY FREIGHT

3. TO			4. REPORTING ACTIVITY		
5. CONSIGNOR (<i>Origin</i>)			6. CONSIGNEE (<i>Destination</i>)		
7. SHIPPER			8. CARRIER'S NAME (<i>SCAC</i>)		
9. CARRIER'S PRO/FREIGHT BILL NO.			10. BILL OF LADING NO./TYPE		
11. MODE CODE	12. DATE CARRIER SIGNED FOR SHIPMENT	13. DATE CONSIGNEE RECEIVED SHIPMENT	14. DATE DISCREPANCY DISCOVERED	15. DATE CARRIER NOTIFIED	16. CARRIER REPRESENTATIVE CONTACTED TELEPHONE NO.

17. SEAL NUMBERS AND CONDITION
 INTACT BROKEN/MISSING (*Include details*)

TRANSPORTATION CONTROL NO. 18	COMMODITY DESCRIPTION AND/OR NATIONAL STOCK NO. (NSN) 19	TYPE OF PACK 20	QUANTITY DIS-CREPANT (<i>Pi/cccs</i>) 21	TYPE AND CAUSE CODE 22	ISSUE DATA				VALUE OR COST OF REPAIRS 27
					UNIT OF ISSUE 23	UNITS BILLED/SHIPPED 24	DISCREPANT UNITS 25	WEIGHT 26	

28. REMARKS (*See preparation instructions of covering regulation for suggested information*)

29a. NAME OF PREPARER (<i>Type or print</i>)		29b. EMAIL ADDRESS	
29c. TELEPHONE NO.	29d. FACSIMILE NUMBER		
30. REPLY			

31a. NAME OF RESPONDENT (<i>Type or print</i>)		31b. TELEPHONE NO.	
31c. EMAIL ADDRESS	31d. FACSIMILE NUMBER		31e. DATE

FIGURE 3-18. Transportation Discrepancy Report (TDR), DD 361

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GOVERNMENT BILL OF LADING CORRECTION NOTICE		DATE NOTICE PREPARED
1. GBL NUMBER	2. DATE GBL WAS ISSUED	3. TOTAL WEIGHT SHOWN ON GBL
4. ORIGIN <i>(As shown in "Origin" block on GBL.)</i>		5. DESTINATION <i>(As shown in "Destination" block on GBL.)</i>
6. ROUTE <i>(Complete routing shown on GBL.)</i>		7. ISSUING OFFICE <i>(As shown on GBL under "For use of Issuing Office.")</i>
8. TO: <i>(Name and address of carrier/activity to which directed, including ZIP Code.)</i>		9. Complete Items 9a, b, and c only when correction is made after transportation charges have been paid. a. D.O. VOUCHER NUMBER b. D.O. VOUCHER DATE c. D.O. SYMBOL
10. FROM:		
11. BILL OF LADING NOW READS <i>(Show the information as it reads prior to correction.)</i>		12. CORRECT BILL OF LADING TO READ <i>(Show how the corrected information should read.)</i>
13. AUTHORITY FOR CORRECTION <i>(Tariff and item numbers; classification and item number; or other authority for making the change.)</i>		
14. REMARKS <i>(Pertinent information not otherwise provided on the form. If more space is required, use reverse side of this form.)</i>		
15. INFORMATION COPY TO <i>(Name and address, including ZIP Code.)</i>		16. SIGNATURE AND TITLE OF INITIATING OFFICIAL
		17. CARRIER REPRESENTATIVE'S SIGNATURE <i>(Require when notice is initiated by shipper and transportation charges are affected.)</i>

NSN 7540-01-140-5524

STANDARD FORM 1200 (8-82)
 Prescribed by GSA, FPMR (41 CFR) 101-41.3

FIGURE 3-19. Government Bill of Lading Correction Notice, SF 1200

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INSTRUCTIONS

DEPARTMENT OF DEFENSE: DLAR 4140.55/AR 735-11.2/NAVSUPINST 4440.127E/AFR 400-54/MCO 4430.3E, Reporting of Item and Packaging Discrepancies, and/or DLAR 4140.60/AR 12-12/NAVSUPINST 4920.9B/AFR 67-7/MCO 4140.1B, Processing Discrepancy Reports Against Foreign Military Sales Shipments. CIVILIAN AGENCIES: See FPMR handbook cited in 19(2)(a).

REPORT OF DISCREPANCY (ROD)				1. DATE OF PREPARATION		2. REPORT NUMBER		
<input type="checkbox"/> SHIPPING <input type="checkbox"/> PACKAGING								
3. TO (Name and address, include ZIP Code)				4. FROM (Name and address, include ZIP Code)				
5a. SHIPPER'S NAME				5b. NUMBER AND DATE OF INVOICE		6. TRANSPORTATION DOCUMENT NUMBER (GBL, Waybill, TCN, etc.)		
7a. SHIPPER'S NUMBER (Purchase Order/Shipment, Contract, etc.)			7b. OFFICE ADMINISTERING CONTRACT			8. REQUISITIONER'S NUMBER (Requisition, Purchase Request, etc.)		
9. SHIPMENT, BILLING, AND RECEIPT DATA					10. DISCREPANCY DATA			11. AC-2 TION CODE
NSN/PART NUMBER AND NOMENCLATURE		UNIT OF ISSUE	QUANTITY SHIPPED/BILLED	QUANTITY RECEIVED	QUAN-TITY	UNIT PRICE	TOTAL COST	
(a)		(b)	(c)	(d)	(a)	(b)	(c)	(d)
12. REMARKS (Continue on separate sheet of paper if necessary)								

1 DISCREPANCY CODES	2 ACTION CODES
CONDITION OF MATERIAL C1 - In condition other than that indicated on release/receipt document C2 - Expired shelf life C3 - Damaged parcel post shipment SUPPLY DOCUMENTATION D1 - Not received D2 - Illegible or mutilated D3 - Incomplete, improper or without authority (Only when receipt cannot be properly processed) MISDIRECTED MATERIAL M1 - Addressed to wrong activity OVERAGE/DUPLICATE SHIPMENTS O1 - Quantity in excess of that on receipt document O2 - Quantity in excess of that requested (Other than unit of issue pack) O3 - Quantity duplicates shipment PACKING DISCREPANCY P1 - Improper preservation P2 - Improper packing P3 - Improper marking P4 - Improper unitization	PRODUCT QUALITY DEFICIENCIES Q1 - Deficient material (Applicable to Grant Aid and FMS shipments) SHORTAGE OF MATERIAL S1 - Quantity less than that on receipt document S2 - Quantity less than that requested (Other than unit of issue pack) S3 - Non-receipt of parcel post shipments ITEM TECHNICAL DATA MARKINGS (i.e., Name Plates, Log Books, Operating Handbooks, Special Instructions, etc.) T1 - Missing T2 - Illegible or mutilated T3 - Precautionary operational markings missing T4 - Inspection data missing or incomplete T5 - Serviceability operating data missing or incomplete T6 - Warranty data missing WRONG ITEM (Identify requested item as a separate copy in Item 9 above) W1 - Incorrect item received W2 - Unacceptable substitute OTHER DISCREPANCIES Z1 - See remarks
	1A - Disposition instructions requested (Reply on reverse) 1B - Material being retained (See remarks) 1C - Supporting supply documentation requested 1D - Material still required expedite shipment (Not applicable to FMS) 1E - Local purchase material to be returned at supplier's expense unless disposition instructions to the contrary are received within 15 days (Reply on reverse) (Not applicable to FMS) 1F - Replacement shipment requested (Not applicable to FMS) 1G - Reshipment not required. Item to be re-requisitioned 1H - No action required. Information only. 1Z - Other action requested (See remarks)

13. FUNDING AND ACCOUNTING DATA	
14a. TYPED OR PRINTED NAME, TITLE, AND PHONE NUMBER OF PREPARING OFFICIAL	14b. SIGNATURE
15. DISTRIBUTION ADDRESSEES FOR COPIES	

FIGURE 3-20. Report of Discrepancy (ROD), SF 364 (Sheet 1 of 2)

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16. FROM:	17. DISTRIBUTION ADDRESSEES FOR COPIES	
18. TO: •	<p>Use window envelope to mail this document. Insert name and address, including ZIP Code, starting one typing space below the left dot. Each address line must NOT extend beyond right dot. Address must not exceed four single space typing lines.</p>	
19. IN ACCORDANCE WITH NOTICE OF DISCREPANCY ON FACE OF THIS FORM:		
a. MATERIAL <small>Fold here</small> <input type="checkbox"/> HAS BEEN SHIPPED <input type="checkbox"/> WILL BE SHIPPED	DOCUMENT NUMBER b. <input type="checkbox"/> NO RECORD OF SHIPMENT. RESUBMIT REPORT TO PROPER OFFICE UNDER APPROPRIATE REGULATION.	
c. <input type="checkbox"/> AN ADJUSTMENT IN BILLING HAS BEEN/WILL BE PROCESSED AS A: <input type="checkbox"/> CREDIT <input type="checkbox"/> DEBIT	d. <input type="checkbox"/> INVOICE/BILL ATTACHED e. <input type="checkbox"/> PROOF OF DELIVERY (Parcel Post Shipments) OR EVIDENCE OF SHIPMENT ENCLOSED.	
f. <input type="checkbox"/> AN ADJUSTMENT IN BILLING FOR THE REPORTED DISCREPANCY WILL NOT BE PROCESSED FOR THE FOLLOWING REASON WHICH IS CITED IN THE INDICATED REGULATION.		
(1) REASON FOR NOT PROCESSING	(2) PRESCRIBING REGULATION	
(a) DISCREPANCY WAS NOT REPORTED WITHIN THE TIME FRAMES ALLOWED AND/OR (b) DOLLAR VALUE DOES NOT MEET THE CRITERIA PRESCRIBED IN THE REGULATION OR AGREEMENT INDICATED IN 19f(2)	 	
20. THE FOLLOWING DISPOSITION IS TO BE MADE OF THE REFERENCED MATERIAL:		
a. <input type="checkbox"/> PROCESS FOR DISPOSAL IN ACCORDANCE WITH SERVICE/AGENCY DIRECTIVES	b. <input type="checkbox"/> REPRESENTATIVE WILL CALL FOR DISCUSSION CONCERNING DISPOSITION IN:	
c. <input type="checkbox"/> RETAIN MATERIAL AT NO CHARGE.	d. <input type="checkbox"/> MATERIAL WILL BE PICKED UP IN:	
e. <input type="checkbox"/> SHIP MATERIAL (<i>Specify location</i>):		
<small>Fold here</small> (1) <input type="checkbox"/> GBL APPROPRIATION CHARGEABLE:	(\$ _____ postage advanced herewith. NOTE: Please enclose postage. Material cannot be returned Parcel Post collect.)	
(2) <input type="checkbox"/> CHARGES COLLECT - VIA: <input type="checkbox"/> FREIGHT <input type="checkbox"/> EXPRESS <input type="checkbox"/> PARCEL POST		
(3) <input type="checkbox"/> PARCEL POST LABEL ATTACHED	(4) <input type="checkbox"/> FREIGHT PREPAID	
f. <input type="checkbox"/> OTHER (<i>Specify</i>)		
21. <input type="checkbox"/> IF MATERIAL IS STILL REQUIRED, SUBMIT NEW REQUISITION	22. <input type="checkbox"/> REPLACEMENT WITH SATISFACTORY MATERIAL WILL BE MADE ON OR BEFORE:	
23. REMARKS (<i>Continue on separate sheet of paper if necessary</i>)		
24a. TYPED OR PRINTED NAME AND PHONE NUMBER OF PREPARING OFFICIAL	24b. SIGNATURE	24c. DATE

FIGURE 3-20. Report of Discrepancy (ROD), SF 364 (Sheet 2 of 2)

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3-6.2.2. SF 364 shall not be used to report any of the following conditions:

- a. Transportation type discrepancies (i.e. shortages, losses, or damage) that occurred in-transit and were reported as transportation discrepancies on the TDR, in accordance with [DTR 4500.9-R, chapter 210](#).
- b. Improper carrier facilities or handling by carriers.
- c. Damage resulting from fire, collision, wreck, or other catastrophes occurring to carrier facilities.
- d. Rejecting shipments, requesting surveys, or initiating claims against carriers for damages.

3-6.2.3. Packaging deficiencies resulting in damaged material which may endanger life, impair combat or deployment operations, or affect other material shall be reported immediately to the shipping activity by the most expeditious means. This notification will not nullify the requirement for initiating the SF 364. The reporting activity shall forward a SF 364 within 24 hours of the initial communication.

Detailed instructions for the preparation and distribution of the SF 364 are presented in [SECNAVINST 4355.18](#) (series) and NAVSUP Pub P-723, chapter 6. However, in all instances involving packaging deficiencies in AA&E shipments, one copy of the SF 364 shall be forwarded to [NOSSA \(N5\)](#).

CHAPTER 4

PREPARATION FOR SHIPMENT BY MILITARY AND COMMERCIAL MOTOR VEHICLES

4-1. INTRODUCTION.

This chapter explains the duties of explosives drivers and inspectors of military and commercial motor vehicles transporting arms, ammunition, explosives and related hazardous materials (AA&E). The information provided includes the following:

- a. Shipping regulations.
- b. Military and commercial motor vehicle specification.
- c. Inspection of empty incoming motor vehicles.
- d. Loading and handling regulations.
- e. Placarding.
- f. Seals.
- g. Inspection prior to release of loaded motor vehicle.
- h. Shipping papers and written instructions to drivers.

4-1.1. **SHIPPING REGULATIONS.** All transportation safety and security regulations addressed in this manual are derived from requirements specified in [49 CFR 101-178 and 383-397](#), [DTR 4500.9-R](#) and [NAVSEA SW020-AG-SAF-010](#). All Navy and Marine Corps military and civilian supervisory personnel and/or department heads responsible for the safe and secure transport of DOD owned AA&E shall ensure that current copies of these regulations are maintained in their respective office libraries in a readily accessible location. Local written standards and instructions shall be developed by each affected command with respect to station operations for the loading, inspection, release, receipt, and off-load of AA&E. Federal, DOD, Navy and pertinent local activity instructions affecting the safe and secure transport of these materials shall be strictly enforced.

4-2. MILITARY AND COMMERCIAL MOTOR VEHICLE SPECIFICATIONS.

The transportation of Class/Division 1.1 through 1.6 ammunition, explosives and related hazardous materials (A&E), on-station and over public highways is authorized in trucks, full trailers, semi-trailers and double trailers equipped with closed bodies, flatbeds, stake-sides, dromedary containers and open tops (see [figure 4-1](#)). Refer to the following paragraphs for specific criteria.

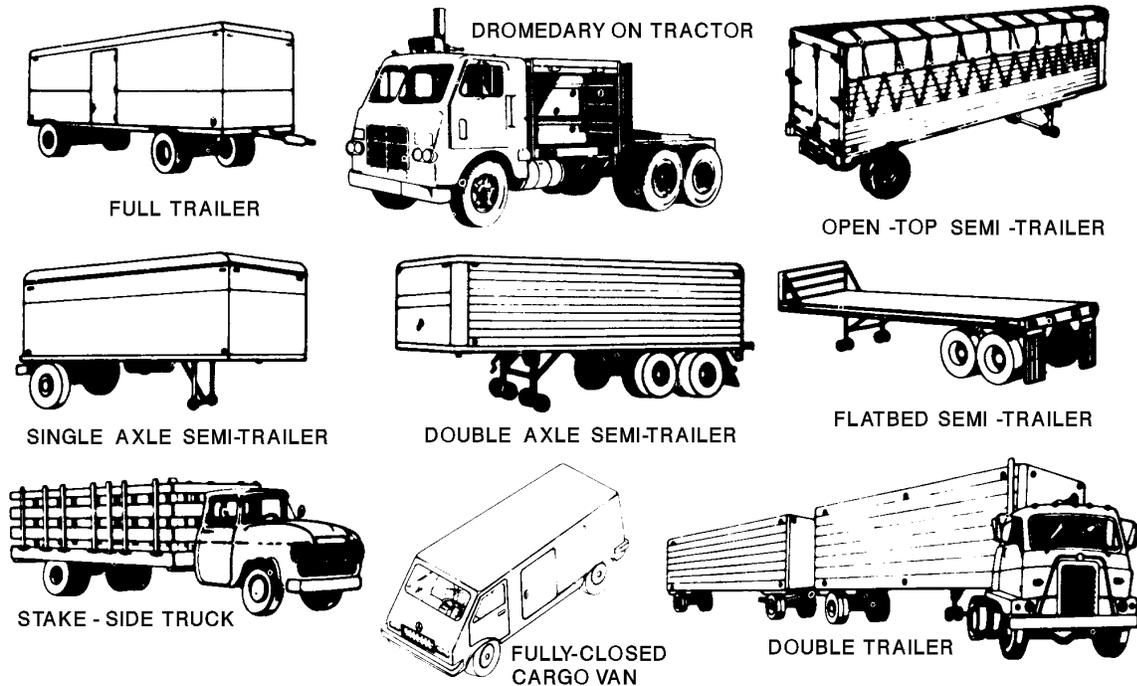


FIGURE 4-1. Types of Motor Vehicles Used for Transporting AA&E On-Station and Over Public Highways

a. For off-station movement, flatbed trailers are used to transport long, higher cube, and heavy ordnance items (large missiles, torpedoes, underwater mines, 2,000 pound bombs, etc.) in accordance with the Military Standards (MIL-STD)-1320 dash sheet applicable to the item (NSN/NALC) to be shipped (see [NAVSEA SW020-AG-SAF-010](#), paragraph 5-13). Also for off-station movements, all palletized/unitized and non-palletized/unitized boxed ordnance items shall be shipped in closed van trailers in accordance with the MIL-STD-1320 dash sheet applicable to the item (NSN/NALC) to be shipped. Palletized/unitized and non-palletized/unitized boxed ordnance shall not be combined with long, higher cube, or heavy ordnance items aboard a flatbed trailer. General procedures and practices applicable to loading, blocking, and bracing ordnance items for highway transportation are addressed in MIL-STD-1320 (series). In the event that a corresponding MIL-STD-1320 dash sheet is not available for the ordnance item to be shipped, contact the [Naval Packaging, Handling, Storage and Transportation \(PHST\) Center](#), (973) 724-3388, for instructions.

Every motor vehicle transporting AA&E off-station must either have a closed body or have the load covered with a fire and water-resistant tarpaulin(s). The requirement for the use of a tarpaulin will be annotated on the bill of lading (BL). The tarpaulin will be securely fastened to the vehicle by rope or wire tie-down so as to fully protect the vehicle from sparks, fire and moisture. Military motor vehicles transporting AA&E on-station may be exempt from the tarpaulin requirement during clear weather, but not during inclement weather, unless the exception criteria found in [NAVSEA SW023-AG-WHM-010](#) is met. Activity personnel should contact their local fire department for further detail on tarpaulin specifications.

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b. Motor vehicles using compressed natural gas (CNG) may be used to transport AA&E both on-station and off-station providing the safety requirements of [NAVSEA SW020-AG-SAF-010](#) are met. Liquefied petroleum gas (LPG), propane or butane may be used as a vehicle fuel source when it is in fuel tanks that are external to the cargo space and it complies with the vehicle safety requirements of [NAVSEA OP 5 Volume 1](#) and NAVFAC P-300.

c. Any modification, alteration or addition (permanent or temporary) made to Navy-owned motor vehicles in order to facilitate cargo movements consisting of A&E must be approved by [NOSSA \(N5\)](#), working in concert with the [Naval PHST Center](#). The requesting agency must also coordinate modification of this kind in accordance with guidance provided in [NAVFAC P-300](#).

WARNING

Plastic bedliners generate static electricity and are not authorized for use in the transport of scrap or bulk explosives in any container, nor for the transport of any ammunition or explosive that is not packaged in its approved shipping container. Special care shall be taken to secure all cargo in motor vehicles when plastic bedliners are authorized, due to the slippery nature of the liner surface. In addition, the filling of gas cans with flammable liquids while sitting on a liner in a truck bed is prohibited, as it has been identified as a cause of inadvertent ignition.

4-2.1. FULLY CLOSED VEHICLES. A fully closed vehicle is equipped with permanent sides and a permanent top. The exterior surface shall be constructed of fireproof, noncombustible materials. There shall be no exposed ferrous metal on the floors or interior walls which may come in direct contact with the explosive item. The doors shall be tight fitting, securely affixed to hinges and equipped with suitable latches and operational locks.

4-2.2. DOUBLE TRAILERS. The use of double trailers (doubles) is authorized provided the following conditions are satisfied:

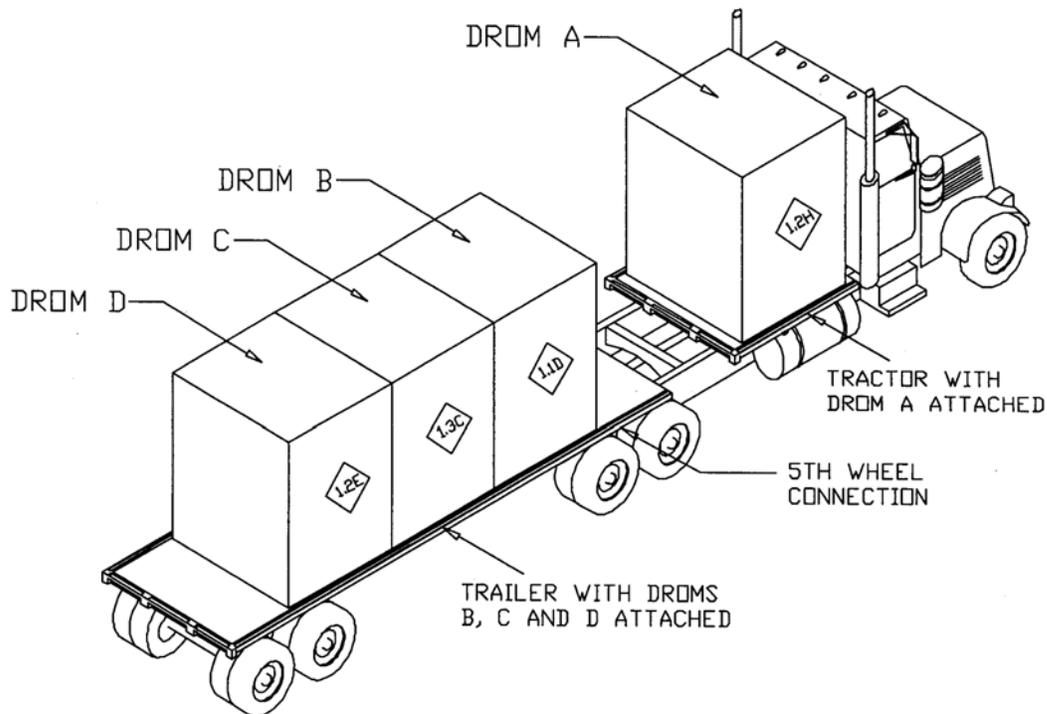
a. Delivery can be accomplished without transfer of the cargo. The consignor will attach a statement to the carrier's copy of the BL or other shipping documents stating that transfer of the cargo is prohibited unless required by reason of emergency.

b. There is compliance with [49 CFR 393.70\(a\) through \(d\)](#).

c. The cargo in each trailer shall meet the compatibility requirements of [table 4-1](#). However, compatibility between the two trailers is not required except as indicated in [49 CFR 177.835\(c\)](#).

4-2.3. DROMEDARIES. Dromedaries are freight boxes carried on, and securely fastened to, the chassis of the tractor or on a flatbed trailer. Dromedaries can be mounted behind the power unit of a truck or carried on a flatbed trailer, and can be used to transport less-than-truckload (LTL) shipments of AA&E, SECRET, CONFIDENTIAL, Controlled Cryptographic Item (CCI) or sensitive material. Some carriers provide the same service in small motor vehicles. All explosive items carried in the dromedary must be

compatible, and in compliance with [49 CFR 177](#) or host nation regulations. Carriage of non-compatible materials loaded on separate dromedaries is authorized, however, see [figure 4-2](#) for further clarification.



A&E CLASSIFIED AS 1.2H IS NOT COMPATIBLE WITH 1.1D, 1.3C AND 1.2E. HOWEVER, SINCE THE 1.2H IS LOADED ABOARD THE DROM A THAT IS ATTACHED TO THE TRACTOR, AND 1.1D, 1.3C AND 1.2E ARE LOADED ABOARD DROM B, C, AND D RESPECTIVELY, WHICH ARE ATTACHED TO THE TRAILER, THE LOAD IS PERMISSIBLE.

FIGURE 4-2. Permissible Dromedary Load

4-2.4. STAKE-SIDE TRUCKS, OPEN-TOP SEMI-TRAILERS, AND SOFT-SIDE TRAILERS. Stake-side trucks and open-top semi-trailers shall have side and end members or gates of such strength and design as to securely contain all units or portions of the cargo under existing road conditions. Soft-side trailers (trailers with a permanent top, front and back with curtains constructed around the perimeters), stake-side trucks or open-top semi-trailers are suitable substitutes for standard flatbed trailers when used to load and transport large and long ordnance items, such as torpedoes and guided missiles. Consult the appropriate load drawing to verify the need for a flatbed trailer per each planned shipment of a large and long piece of ordnance. Soft-side trailers must meet the following conditions:

- a. Trailers must have rubrails as prescribed in MIL-STD-1320 (Navy).
- b. Trailers must have forward bulkhead and nailable decks.

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c. Trailer curtain must be fire and water resistant, and the curtain or its supports must not interfere with the proper positioning and tiedown of the load or be used in any manner as a method of load restraint.

d. The tarpaulins that are usually called out in the general notes of individual MIL-STD-1320 slash sheets or approved NAVSEA drawings may be omitted when the soft-side curtain completely surrounds the load. However, any portion of the load that is still visible from the outside must be covered by fire and water resistant tarpaulins.

CAUTION

Stake-side trucks, open-top semi-trailers, or soft-side trailers shall not be substituted for enclosed trailers or vans when transporting palletized or non-palletized/unitized boxed ordnance (See [paragraph 4-2a](#)). Soft-side trailer curtains and their supports are not designed to restrain cargo, as are the walls of enclosed trailers and vans, and do not provide the same level of security.

CAUTION

No motor vehicle with a glass window molded into the cargo area or bed cover may be used to transport AA&E in the public domain.

4-2.4.1. **Pickup Trucks**. Pickup trucks equipped with hard covers securely bolted to the side rail of the cargo compartment, and which have lockable tailgates, may be used to transport limited quantities of AA&E for short distances off-station (refer to [paragraph 2-7.4](#) and [NAVSEA OP 5 Volume 1](#)). Cargo loaded on pickup trucks must be properly blocked and braced to guard against longitudinal or lateral movement. Use of pickup trucks should be kept to a minimum and used only when closed vehicles are not readily available. Refer to [NAVSEA SW023-AG-WHM-010](#) for complete detail on loading and dunnaging pickup trucks and for guidelines governing the use of pickup trucks for on-station movements of AA&E.

4-2.4.2. **Military Tactical Vehicles Including the High Mobility Multipurpose Wheeled Vehicle**. Military tactical vehicles including the High Mobility Multipurpose Wheeled Vehicle (HMMWV), may be used to transport conventional ammunition and weapons off-station, over public highways. U.S. Army drawings (series 19-48) for tactical vehicle and dromedary loads are approved for Navy and Marine Corps use.

4-2.4.3. **Medium Tactical Vehicle Replacement (MTVR) Trucks Configured with Tricon Containers**. The use of MTVR trucks configured with Tricon containers to transport AA&E off-station is endorsed provided the following conditions are met:

a. The maximum net weight and gross weight limits of the Tricon container (12,300 lbs. and 14,900 lbs. respectively) are not exceeded.

b. The maximum cargo weight of 30,000 lbs. (15 tons) for which the MTVR truck was tested and qualified is not exceeded.

- c. All commodities loaded into the Tricon container are blocked and braced in accordance with approved DOD procedures.
- d. There is compliance with all applicable requirements of 49 CFR and [DTR 4500.9-R](#).
- e. Each Tricon is secured to the cargo deck of the MTRV using ISO twistlock fittings at all four corners of the Tricon container. Both the left and right door of the Tricon container must be sealed as detailed in [paragraph 4-8](#).

4-2.5. **SAFETY EQUIPMENT.** It shall be the duty of the explosives driver to inspect the vehicle for the following equipment:

- a. One fully charged [Underwriters Laboratory \(UL\)](#) rated 10 B:C or greater capacity fire extinguisher installed (see [paragraph 8-5.1](#)).
- b. Tools for changing tires (if vehicle is equipped with spare tires).
- c. Seat belts installed at the driver's seat and at the right front outboard seat, if applicable.
- d. The equipment and accessories shown in [figure 4-3](#) (carried in the cab or on the running boards for off-station shipments. See [paragraph 4-2.5.1](#)).
- e. A set of tire chains for at least one driving wheel on each side for inclement weather conditions.
- f. One set of wheel chocks.

4-2.5.1. **Tools and Tool Boxes.** Tool boxes for motor vehicles transporting AA&E off-station shall be mounted on the running boards or within the cabs. They shall not be installed within the cargo space or within the body of the vehicle. The boxes shall be made of metal with lids or covers that close securely. Tool boxes containing waste materials shall be kept free of oil and grease. Tools and tool boxes are not required in vehicles used for on-station movement.

4-2.6. **RED EMERGENCY LIGHTS.** Since most state vehicle codes reserve red warning lights for authorized emergency vehicles only, red emergency lights shall not be installed or used on the front or top of any vehicle transporting AA&E over the public highways or roads.

NOTE

When responding to emergency calls, explosive ordnance disposal (EOD) vehicles are exempt from the requirement of this publication. They must, however, comply with local operating procedure and civil regulations.

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- A -PYROTECHNIC BOX
- B -10" ADJUSTABLE WRENCH
- C -8" ADJUSTABLE WRENCH
- D -PHILLIPS HEAD SCREWDRIVER
- E -SCREWDRIVER
- F-BATTERY PLIERS
- G -COMPLETE SET OF SPARE FUSES OR OTHER NON -RESET OVERLOAD DEVICES
- H -SEALS (FOR RESEALING TRUCK IF OPENED)
- I -FLASHLIGHT
- J -GROUNDING CABLE (WHEN FUELING)
- K -SHIPPING PAPERS
- L -RED EMERGENCY REFLECTIVE TRIANGLES
- M -EXPLOSIVES DRIVER'S HANDBOOK (GLOVE BOX EDITION)
- N -ACTIVITY DRIVER'S REGULATIONS
- O - MOTOR VEHICLE ACCIDENT REPORT (SF 91)

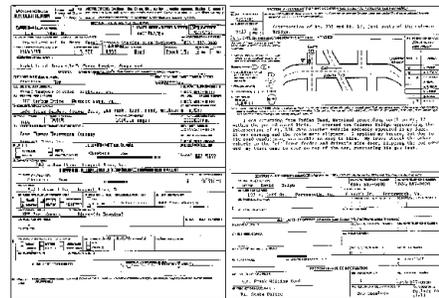
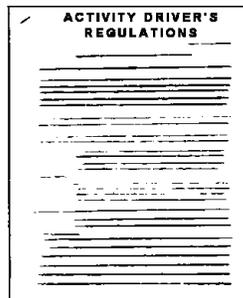
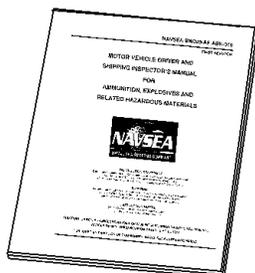
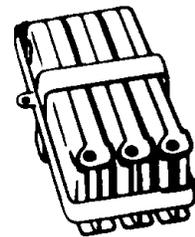
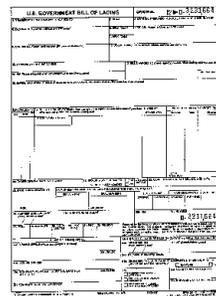
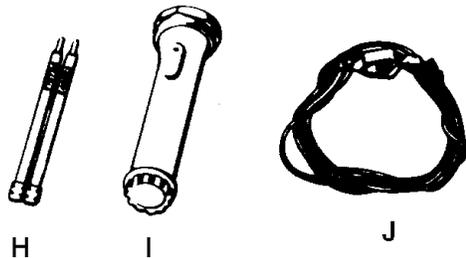
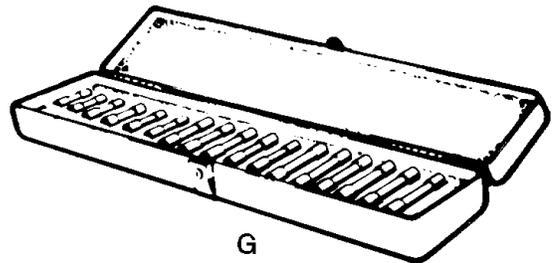
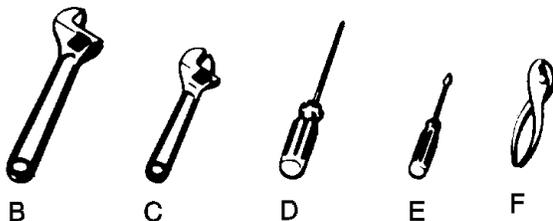
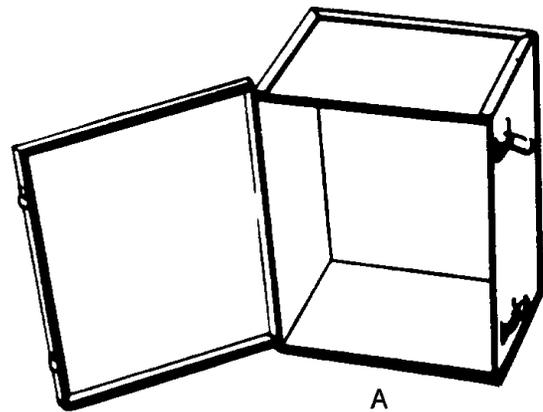


FIGURE 4-3. Safety Equipment Required on Vehicles

4-3. INSPECTION OF EMPTY INCOMING MILITARY AND COMMERCIAL MOTOR VEHICLES.

When an empty commercial motor vehicle to be loaded with AA&E arrives at a military activity, the shipping inspector shall ensure the the motor vehicle is inspected as outlined on DD Form 626 (refer to [appendix A](#) of this manual). Navy-owned motor vehicles used for the transportation of AA&E shall be inspected at frequent, regular intervals by a competent person to ensure the mechanical condition of the vehicle is satisfactory and all parts and accessories for safe operation are in good working order in accordance with [NAVSEA OP 5 Volume 1](#) and [NAVFAC P-300](#). Marine Corps activities shall comply with the additional requirements of [MCO 8020.10](#). The shipping inspector and explosives driver shall share the responsibility for the complete inspection of the motor vehicle. The shipping inspector shall inspect the following:

- a. Cargo space.
- b. Mechanical condition.
- c. Suitability of the driver and proper ownership. The driver must possess:
 - (1) Valid driver's license(s) for the type of vehicle, as outlined in [table 2-1](#).
 - (2) Current medical examiner's certificate.
 - (3) Military and civilian drivers shall be qualified and trained as explosives drivers according to the requirements of [paragraphs 2-2](#) and [2-3](#) of this manual.
- d. Suitability of vehicle for the intended cargo.
- e. Any evidence of sabotage or tampering with the vehicle.

4-3.1. CARGO SPACE. The shipping inspector shall inspect the cargo space for the following:

- a. Fire-resistant or fireproof material construction.
- b. cleanliness and freedom of contamination.
- c. Absence of protruding nails, screws, bolts, or any other object that could damage the load.
- d. Vehicle floor, wall, and roof constructed so as to fit together, with no breaks, tears, slits or holes.
- e. Floors are not permeated with oil, gasoline or any other combustible or corrosive liquid or solid.

WARNING

Plastic bedliners generate static electricity and are not authorized for use in the transport of scrap or bulk explosives in any container, nor for the transport of any ammunition or explosive that is not packaged in its approved shipping container. Special care shall be taken to secure all cargo in motor vehicles when plastic bedliners are authorized, due to the slippery nature of the liner surface. In addition, the filling of gas cans with flammable liquids while sitting on a liner in a truck bed is prohibited, as it has been identified as a cause of inadvertent ignition.

f. Properly packaged ammunition is appropriately unitized. Navy approved ferrous metal pallets may be loaded aboard vehicles equipped with ferrous metal cargo beds, provided that those unitized loads are properly secured to the bed of the vehicle. If there is a possibility of explosive exudate leakage (dust, powder, or vapor), where a metal-to-metal spark could cause an accidental ignition of explosive materials and/or explosion, the cargo bed must be lined with nonferrous materials (such as wood). As long as the metal nails or other fasteners used to hold a wood pallet together will not come into contact with the metal cargo bed, a wood pallet meets this requirement. Cardboard or other fiber covering of paper is not permissible. Unpalletized ammunition packed in ferrous metal containers may be loaded aboard vehicles equipped with ferrous metal cargo beds, provided the load is in conformance with an existing DOD load drawing and is not liable to leakage of explosive exudate. Drop-in or sprayed-on plastic bedliners are only authorized if the cargo is packaged in its approved shipping container. Special care shall be taken to secure all cargo in vehicles with plastic bedliners because of the slippery nature of the liner surface. Refer also to appendix A, paragraph 12(o) for cargo space inspection requirements.

g. The tailgates and doors of the cargo space are tightfitting, securely affixed to the hinges, and equipped with suitable latches and locks.

(1) Trailers, straight trucks and/or dromedary boxes used to transport sensitive conventional AA&E must have all door hinges and hasps installed to preclude removal when doors are closed and locked. Hinges and hasps shall be attached to doors by welding bolts or by riveting.

(2) For each door hinge, door level handle, seal plate, pin, and bottom cam guide to the lock shaft, a minimum of one bolt must be either welded or riveted in a manner to prohibit easy removal. A bolt may also be turned inward with the nut on the inside as long as the bolt is flush with the nut. The use of cotter-pin type fasteners for hinge pins is not acceptable, as this device is easily removed. A bolt/nut configuration that is welded offers a better alternative. This requirement applies to each hinge pin. Refer to [DTR 4500.9-R](#) for further detail.

h. Before re-use, a motor vehicle used to transport material marked as or known to be poison is free from contamination. A motor vehicle that has been contaminated must not be used or returned to service until the contamination has been removed (see [paragraph 6-5.4](#)). Spilled material and contaminated dunnage, flooring, etc., must be managed and disposed of according to federal, state and local requirements for solid and hazardous waste. This requirement does not apply to motor vehicles used solely for transporting such poisons as long as they are in that service.

i. Using DD Form 626, [figure 3-4](#), motor vehicles to be used for the transportation of Hazard Class/Divisions (C/Ds) 1.1 through 1.4 A&E and other regulated material, C/D 2.3 (PIH) poisonous gases or C/D 6.1 (PIH) poisonous materials over public highways meet the requirements of this manual, [49 CFR](#), and DOD safety regulations. Refer to [table 3-1](#) regarding shipments containing only C/D 1.4 explosives. Only deficiency-free vehicles will be accepted for loading. Deficiencies shall be corrected by the carrier before vehicles are permitted to enter sensitive or restricted areas.

j. All commercial carrier vehicles intended for the transport of sensitive conventional AA&E are equipped with a functioning satellite transceiver for use in providing Satellite Motor Surveillance Service. The transceiver should have an attached or integral panic button which can be activated with a single stroke by the driver. The driver should be asked to confirm the above and that the satellite unit on the truck is currently registered with the Defense Transportation Tracking Systems (DTTS) and indicates "DTTS on". If any of the above is in question, DTTS can be contacted at 1-800-826-0794 for guidance/assistance. A DTTS monitoring system found to be defective must be corrected prior to loading. If the DTTS monitoring system cannot be repaired, the shipment will not be loaded on the vehicle.

4-3.2. MECHANICAL INSPECTION. The shipping inspector shall inspect the motor vehicle to ensure compliance with the safety regulations of Section II, items 10 through 17 of DD Form 626. Any item marked unsatisfactory shall be explained in the "REMARKS" column. Vehicle and Equipment Operational Record, NAVMC 10627 ([figure 3-5](#)), may be used for the mechanical inspection of motor vehicles for on-station moves or moves that meet the criteria described in [paragraph 3-3.3](#).

4-3.2.1. Temperature Control Devices. The shipping inspector shall ensure that the requirements of [49 CFR Part 177.834](#) are met when a conveyance with a temperature control device is to be used to transport A&E. The following criteria must be met when Class 1 A&E are to be transported in a conveyance with a temperature control device:

a. The temperature control device must be rendered inoperable by draining or removing the fuel tank and disconnecting the power source prior to loading. The conveyance shall be inspected to ensure compliance with this regulation, unless the load is transported under a DOT Special Permit or Competent Authority Approval (CAA).

b. If the above criteria are not met before loading, the shipment shall be rejected and the DD Form 626 under item 12(t) "Other", to be specified as "heating unit", shall be so annotated.

4-3.2.2. When flatbed trailers are presented for inspection, ensure that sufficient chains and binders are present to secure the load in accordance with MIL-STD-1320.

4-3.2.3. Before the motor vehicle is released for loading, the shipping inspector shall ensure that the first portion of DD Form 626 has been signed and approved. If a motor vehicle or driver is determined to be unsatisfactory, the vehicle shall not be accepted for loading and the inspector shall appropriately mark the "REJECT" block. In this instance, additional copies of DD Form 626 must be made and distributed by the transportation officer in accordance with [NAVSEA SW020-AG-SAF-010](#).

4-3.2.4. Before the conveyance is released for loading, the shipping inspector shall ensure that the shipment weight is identified using one of the various available methodologies to including truck scales, load scales, MIL-STD notional weights, or projected weights derived from automated shipping systems such as Global Freight Management (GFM) or Cargo Movement Operation System (CMOS).

4-4. LOADING INSPECTION OF MOTOR VEHICLES.

4-4.1. DRIVER'S RESPONSIBILITY. The explosives driver shall have primary responsibility for the safe and efficient transportation of the AA&E in the motor vehicle. In addition, the explosives driver shall:

- a. Share the responsibility for the mechanical condition of the vehicle with equipment and loading inspectors.
- b. Ensure proper loading and compatibility of the cargo. Sealed loads are excepted from driver responsibility.
- c. Have the right to reject the motor vehicle when, in the driver's opinion, the vehicle's condition is unsafe for transporting AA&E. Only after the checklist is completed to the driver's satisfaction shall the driver accept and move the vehicle.
- d. Check and sign for items 1 through 28 of DD Form 626 in situations when the dispatch of a qualified inspector, as set forth in [paragraph 2-3](#), is not practical. Such situations may include point-to-point on-station moves that require crossing over a public roadway; movements between an ammunition issue point on-station and an ammunition range outside of, but in reasonably close proximity to, the station. This exception criteria pertains only to organic shipments transported in DOD or Navy-owned vehicles and driven by a U.S. Government civilian explosives driver or military explosives driver.

4-4.2. INSPECTOR'S RESPONSIBILITY. After the motor vehicle has been loaded with A&E, the shipping inspector shall be responsible for the following:

- a. Correct marking and labeling of packaging and containers, including dromedaries.
- b. Compatibility and correct arrangement of mixed loads.
- c. Correct blocking and bracing.
- d. Removal of all waste material and loading equipment from the motor vehicle.
- e. Meeting the inspection criteria in references cited in [paragraph 4-5](#).

4-5. LOADING AND HANDLING REGULATIONS.

4-5.1. GENERAL. The utmost care and discretion shall be exercised by everyone involved in the handling of all AA&E. AA&E shall be handled in a manner to protect against shock or friction that may cause a fire, explosion, or damage the material. Extraneous cargo shall not be combined with AA&E cargo aboard the same conveyance. Cargo compatibility rules, described in [NAVSEA SW020-AC-SAF-010](#), paragraphs 2-3.9 through 2-3.9.2, shall be strictly adhered to and vigorously enforced. [NAVSEA OP 5 Volume 1](#) and [MCO 8020.10](#) present applicable safe handling and loading regulations.

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4-5.1.1. Anyone desiring to deviate from existing mandatory regulations governing the safe and secure transport of AA&E on/off station for reasons attributed to operational necessity must send a letter to [NOSSA \(Code N5\)](#), with a copy to the [PHST Center](#), detailing the precise nature of the deviation and stating the reasons why the deviation is necessary. In cases involving emergent military and/or industrial contingencies, requests to deviate can be expedited via electronic (EMAIL/message) means. A written account of the deviation action will follow the expedited electronic communication.

4-5.2. **BLOCKING AND BRACING.** The detailed requirements for the loading, blocking and bracing of AA&E are presented in MIL-STD-1320 (WR-51). Training and dummy (loads), handling shapes and other inert ordnance items which simulate tactical weapons shall be blocked and braced according to the general principles outlined in MIL-STD-1320. Where cargo is loaded in a manner that the shipping inspector cannot determine if it meets the requirements of the pertinent MIL-STD (WR) or approved NAVSEA drawing, a certification on the shipping papers should be obtained from the loading personnel. When a detailed MIL-STD (WR) slash sheet or approved NAVSEA drawing does not exist for a specific item, the inspector shall perform an inspection according to the general principles contained in MIL-STD-1320 (basic). Loading and bracing of AA&E in dromedary type containers shall be in accordance with [NAVSEA SW020-AG-SAF-010](#). The Explosives Safety Technical Manuals DVD provides an index to [truckloading standards](#). Refer to [paragraph 4-5.8](#) for further detail.

NOTE

Blocking and bracing shall never be nailed to container pallets. Loose steel strapping shall never be reused or retensioned. Loose steel strapping shall be removed, disposed of and new strapping applied.

4-5.3. **PACKAGES AND CONTAINERS (INCLUDING DROMEDARIES).** Prior to loading the motor vehicle, packages and containers (including dromedaries) of A&E shall be inspected to ensure that they are properly packaged, labeled and marked according to [DOT](#) and [DOD](#) requirements. Refer to [NAVSEA SW020-AG-SAF-010](#) for guidance on the restriction against the use of Wood Packaging Materials (WPM) on international shipments. Detailed instructions for inspecting, marking and labeling of packages and containers for shipment and storage are contained in MIL-STD-129, MIL-STD-130, [NAVSEA SW020-AG-SAF-010](#) and [NAVSEA SW020-AC-SAF-010](#). Containers and packages of A&E destined for transshipment via air shall be inspected to ensure that requirements of [NAVSUP Pub 505](#) (military shipments) or the [International Air Transport Association \(IATA\)](#) Dangerous Goods Regulations or [International Civil Aviation Organization \(ICAO\)](#) (commercial shipments) are satisfied with respect to packaging, marking and labeling. The hazard class/division and description of a material as indicated on the shipping papers, displayed on the label (if any), and on the container or package containing the material must match. Any containers or packages that are improperly packed, incorrectly marked or damaged shall not be loaded until the discrepancy has been corrected.

4-5.3.1. Weight Requirements. Refer to [NAVSEA SW020-AG-SAF-010](#) for weight certification of intermodal container shipments and BL weight requirements. Refer also to [NAVSEA SW020-AG-SAF-010](#) for size and weight limitations established by various states.

4-5.4. **DRIVER'S RESPONSIBILITIES DURING LOADING OPERATIONS.** The driver shall ensure that:

- a. The vehicle is correctly positioned at the loading area.

- b. The engine is shut off; never load with the engine running.
- c. The motor vehicle is put in the parking gear, and the parking brake is securely set.

WARNING

One person shall remain in the cab of a diesel powered vehicle. The transmission shall be left in neutral and the parking brake applied. There is a possibility that a warm engine could self-start if the vehicle should roll.

d. The driver shall ensure that the wheels of the vehicle are properly chocked to prevent movement. A stand-alone trailer must always be chocked and have the mechanical brakes set. Approved chocks may be procured through commercial sources provided they meet the requirements of the Society of Automotive Engineers (SAE J 348), or they may be locally fabricated in accordance with [NAVSEA Drawing 2642779](#).

e. Extreme caution is taken to keep any persons in the vicinity from smoking, lighting matches or carrying any flame-producing device or lighted cigar, pipe or cigarette. These actions are prohibited.

f. Only nonferrous (non-sparking) metal tools are used.

g. The interior of the cargo space is free from any inwardly projecting parts such as protruding bolts, screws, or nails.

h. The floor of the motor vehicle is tight, and is lined with either nonmetallic material or nonferrous metals when required in accordance with the criteria set forth in [paragraph 4-3.1\(g\)](#).

i. Drivers of trucks will not back up before first checking for clearance and giving warning. If rear visibility is blocked by cargo or otherwise limited, guides will be used if available. Guides must be in view of the driver at all times. If guides are not available, the driver will dismount and check clearance before backing.

4-5.4.1. Loading of MILVAN Containers. The requirement for wheel chocks may be omitted during loading and unloading operations of MILVAN containers provided the following safety conditions are adhered to:

a. Prior to the start of any operation, the location where the vehicle is to be positioned must be identified and marked (using paint, traffic cones, or the like).

b. Vehicle must be parked with parking brake engaged, and must remain in a stationary position throughout the MILVAN container loading and unloading operation. During such operations, the vehicle will be moved only when the MILVAN container rests firmly on the chassis or flatbed trailer and is locked in place. At that time, the driver will then move the vehicle only when given clearance to do so by the responsible ground crew personnel.

NOTE

Activities that do not have cranes capable of properly aligning containers onto pre-positioned motor vehicles, may be permitted to move the vehicle to position or set the container load onto the chassis or flatbed trailer. The driver will only move the vehicle when given clearance to do so by the responsible ground crew personnel.

c. The driver must be seated in the cab and remain in full control of the vehicle throughout the loading and unloading operation. The vehicle engine may be kept running during the operation.

d. A local standard operating procedure (SOP) will be generated containing these requirements, training requirements and [NAVSEA OP 5 Volume 1](#) safety procedures as well as other station-unique requirements, and must be approved by the activity's Commanding Officer.

Refer to [chapter 7](#) for further detail on MILVAN containers.

4-5.5. CARGO HANDLING PRECAUTIONS. During loading, packages or containers of AA&E shall be placed carefully in the vehicle and secured so they do not slide, fall or shift during transit. Loading/unloading operations shall be under the direction of qualified personnel. Packages or containers of unloaded ordnance shall be placed a sufficient distance from the exhaust tail pipe of the vehicle to prevent sparks or hot gases from igniting the material when the motor is restarted. Packages or containers shall not be thrown, dropped, slid, pulled or tumbled while they are being loaded or unloaded, although the sliding and pulling of long ordnance items may be necessary.

4-5.6. FORBIDDEN MATERIAL. A complete list of materials forbidden for transport by motor vehicle is provided in [49 CFR 173.54](#).

4-5.7. CARGO COMPATIBILITY. The driver shall ensure that explosives bearing different hazard classifications are properly segregated. If a load consists of more than one type of A&E, the shipping inspector shall ensure that only compatible explosives are shipped together and only in authorized quantities (refer to [tables 4-1](#) and [4-2](#)). This requirement also applies to A&E transported within a dromedary. However, the A&E loaded in the dromedary and the A&E loaded in the vehicle's cargo space may be incompatible, except as indicated in [49 CFR 177.835\(c\)](#). This is the shipping inspector's responsibility. Drivers shall make a visual check as an added precaution. Refer to [figure 4-2](#).

Table 4-1. General Compatibility Requirements for Hazardous Material Loaded on and Transported by Motor Vehicle Over Public Highway

Class or Division	Notes	1.1 1.2	1.3	1.4	1.5	1.6	2.1	2.2	2.3 gas zone A	2.3 gas zone B	3	4.1	4.2	4.3	5.1	5.2	6.1 liquids PG I zone A	7	8 liquids only	
Explosives 1.1 and 1.2	A	*	*	*	*	*	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Explosives 1.3		*	*	*	*	*	X		X	X	X		X	X	X	X	X			X
Explosives 1.4		*	*	*	*	*	O		O	O	O		O				O			O
Very insensitive explosives 1.5	A	*	*	*	*	*	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Extremely insensitive explosives 1.6		*	*	*	*	*														
Flammable gases 2.1		X	X	O	X				X	O							O	O		
Non-toxic, non-flammable gases 2.2		X			X															
Poisonous gas zone A. 2.3		X	X	O	X		X				X	X	X	X	X	X				X
Poisonous gas zone B. 2.3		X	X	O	X		O				O	O	O	O	O	O				O
Flammable liquids 3		X	X	O	X				X	O					O		X			
Flammable solids 4.1		X			X				X	O							X			O
Spontaneously combustible materials 4.2		X	X	O	X				X	O							X			X
Dangerous when wet materials 4.3		X	X		X				X	O							X			O
Oxidizers 5.1	A	X	X		X				X	O	O						X			O
Organic peroxides 5.2		X	X		X				X	O							X			O
Poisonous liquids PG 1 zone A 6.1		X	X	O	X		O				X	X	X	X	X	X				X
Radioactive materials 7		X			X		O													
Corrosive liquids 8		X	X	O	X				X	O		O	X	O	O	O	X			

Numbers and symbols shown in this table are defined as follows:

The absence of any hazard class or division or a blank space in the table indicates that no restrictions apply.

The letter "X" in the table indicates that these materials may not be loaded, transported, or stored together in the same transport vehicle or storage facility during the course of transportation.

O - indicates that these materials may not be loaded, transported, or stored together in the same motor vehicle, rail car, or storage facility during the course of transportation, unless separated in a manner that, in the event of leakage from packages under conditions normally incident to transportation, commingling of hazardous materials would not occur. Notwithstanding the methods of separation employed, Class 8 (corrosive) liquid materials may not be loaded above or adjacent to Class 4 (flammable solid) materials or Class 5 (oxidizing) materials, except that shippers may truckload shipments of such materials together when it is known that the mixture of contents would not cause a fire or a dangerous evolution of heat or gas.

* - indicates that segregation among different Class 1 (explosive) materials is governed by [table 4-2](#).

A - means that, notwithstanding the requirements of the letter "X", ammonium nitrate (UN 1942) and ammonium nitrate fertilizer may be loaded or stored with Division 1.1 (Class A explosive) or Division 1.5 (blasting agents) materials.

When 49 CFR 172.101 table or 172.402 requires a package to bear subsidiary hazard label, segregation appropriate to the subsidiary hazard must be applied when that segregation is more restrictive than that required by the primary hazard. However, hazardous materials of the same class may be stowed, loaded, and transported together without regard to segregation required for any secondary hazard if the materials are not capable of reacting dangerously with each other and causing combustion or dangerous evolution of heat, evolution of flammable, poisonous, or asphyxiant gases, or formation of corrosive or unstable materials

Table 4-2. Compatibility Requirements for Class 1 (Explosive) Materials Loaded on and Transported by Motor Vehicle Over Public Highway

Compatibility Group	A	B	C	D	E	F	G	H	J	K	L	N	S
A		X	X	X	X	X	X	X	X	X	X	X	X
B	X		X	X(4)	X	X	X	X	X	X	X	X	4/5
C	X	X		2	2	X	6	X	X	X	X	3	4/5
D	X	X(4)	2		2	X	6	X	X	X	X	3	4/5
E	X	X	2	2		X	6	X	X	X	X	3	4/5
F	X	X	X	X	X		X	X	X	X	X	X	4/5
G	X	X	6	6	6	X		X	X	X	X	X	4/5
H	X	X	X	X	X	X	X		X	X	X	X	4/5
J	X	X	X	X	X	X	X	X		X	X	X	4/5
K	X	X	X	X	X	X	X	X	X		X	X	4/5
L	X	X	X	X	X	X	X	X	X	X	1	X	X
N	X	X	3	3	3	X	X	X	X	X	X		4/5
S	X	4/5	4/5	4/5	4/5	4/5	4/5	4/5	4/5	4/5	X	4/5	

Numbers and symbols shown in this table are as follows:

A blank in the table indicates that no restrictions apply.

For motor vehicles the letter “X” in the table indicates that explosives of different compatibility groups may not be carried on the same transport vehicle.

1 - means explosives from compatibility group L may only be carried on the same motor vehicle or railcar with an identical explosive.

2 - means any combination of explosives from compatibility group C, D, or E is assigned to compatibility group E.

3 - means any combination of explosives from compatibility group C, D, or E with those in compatibility group N is assigned to compatibility group D.

4 - See [49 CFR 177.835 \(g\)](#) for restrictions of detonator assemblies, boosters with detonators, and detonators on public highway.

5 - means Division 1.4S fireworks may not be loaded in the same motor vehicle or rail car with Division 1.1 or 1.2 (Class A explosive) materials.

6 - means explosive articles in compatibility group G, other than fireworks and those requiring special handling or stowage, may be loaded, transported, and stored with other explosive articles of compatibility groups C, D and E, provided that no explosive substances (such as those not contained in articles) are carried in the same vehicle. See the Explosive Safety Terms and Definitions for definitions of "article" and "substance".

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4-5.8. **PROTECTION AGAINST SHIFTING CARGO.** All cargo carrying motor vehicles shall have the load securely fastened or braced, and shall be provided with front-end structures or similar devices of sufficient strength to prevent cargo shifting and possible cab penetration. Load shifting can be controlled by proper blocking and bracing. Forward movement in closed vans can be controlled by placing the cargo against a front bulkhead that prevents longitudinal and latitudinal movement. Lateral movement in closed vans can be controlled by sleepers nailed to the floor. Rearward movement in closed vans can be controlled by a rear gate or rear blocking. On flatbed trailers, however, all cargo must be restrained without the use of front-end structure or side walls. Flatbed vertical movement is controlled by securing the cargo with over-the-road steel strapping, web strapping (see [NAVSEA SW020-AG-SAF-010](#)), or chains and binders (tiedowns). A minimum of two tiedowns shall be used to secure each cargo stack. Truckloading methods are specified in [NAVSEA SW023-AG-WHM-010](#) for on-station movements and MIL-STD-1320 (series), approved NAVSEA drawings, or U.S. Army drawings approved and adopted by the Navy for off-station movements.

4-5.9. **LOADS CONSISTING OF HAZARDOUS MATERIALS AND INERT MATERIALS.** If the load consists of A&E and inert materials, the shipping inspector shall ensure that the highest hazard is loaded last. If A&E is loaded forward of inert materials, a placard shall be placed on the inside of the van door which states "Hazardous Material Forward." In all cases, adherence to blocking and bracing procedures is mandatory.

4-6. INSPECTION PRIOR TO RELEASE OF LOADED MOTOR VEHICLE.

4-6.1. **DRIVER'S RESPONSIBILITY.** AA&E loaded vehicles will be inspected and sealed by responsible personnel in accordance with station standard operating procedures. Except in cases involving pre-loaded and sealed closed van-type trailers, where practical, the drivers shall be responsible for checking the following items of inspection before moving the loaded vehicle:

a. Containers. Drivers shall inspect the cargo to ensure that no containers are leaking, broken or appear so weak that breakage could occur during normal shipment.

b. Gross Vehicle Weight and Load Distribution. Ensuring that the gross vehicle weight and load distribution meet state maximum limits is primarily the responsibility of the load planner, the load crew personnel, and the load crew supervisor. The driver shall verify that the load does not exceed maximum weight and distribution limits for the states through which the shipment is to be routed. A loaded motor vehicle that exceeds a state's gross vehicle weight limit and/or has an improperly balanced load will not be released off-station.

c. Proper Blocking and Bracing of Load. The driver shall inspect the load to ensure that it is braced and blocked securely and will not shift during transit. The load shall be stored in the motor vehicle according to MIL-STD-1320 (Navy) and [NAVSEA SW023-AG-WHM-010](#). These documents shall be available in the transportation officer's or safety officer's office, or other authoritative sources as applicable.

d. Cargo Identification. The driver shall inspect the shipping documents and compare them with placards on the motor vehicle. The BL shows required placards. It is the duty of the driver to ensure that the motor vehicle is placarded in compliance with DOT regulations for the shipment of A&E; and,

according to the type of material being transported. The driver shall also check that the type and quantity of the load agrees with the BL.

e. Vehicle Sealing. The driver shall be certain that the cargo access doors of closed conveyances are secured with DOD approved serialized bolt seals attached to the door closure mechanism. Cable lock seals may be used for additional security. A ball-type seal, embossed with the letters U.S. and serially numbered, may be used with a wire-twist security device when bolt or cable seals are not readily available or when the door closure mechanism does not permit their use. Refer to paragraph 4-8 through 4-8.2 for further detail on security seal requirements.

4-6.2. INSPECTOR'S RESPONSIBILITY. Prior to releasing the motor vehicle to the carrier for movement, the shipping inspector shall check the following:

- a. Packages and containers are marked and labeled according to MIL-STD-129, and other applicable regulations to include Performance Oriented Packaging (POP) marking.
- b. Cargo is compatible and mixed loads are appropriately arranged.
- c. Waste material and loading equipment have been removed from the motor vehicle.
- d. Motor vehicle fire extinguisher and other equipment is serviceable.
- e. Shipping documents are appropriately placed.
- f. Placards are appropriate for the hazard of the explosive material offered for transportation and are affixed according to 49 CFR or international directives.
- g. Security seals, seal notices, or wire twists as applied when required.
- h. Explosive motor vehicle drivers have received emergency response instructions and proper reporting procedures for accidents, incidents or delays en route. Shipping papers shall be annotated with the emergency response statement as follows:

“THE EMERGENCY RESPONSE INFORMATION FOR THIS
HAZARDOUS SHIPMENT IS INDEXED BY THE UNITED NATION
(UN) NUMBER ___ AND IS LOCATED IN THE NORTH AMERICAN
EMERGENCY RESPONSE GUIDEBOOK, P5800.6.”

- i. BL and other applicable shipping papers are properly annotated with all pertinent data for the item being shipped: DOT transportation data, UN serial number, DOT Special Permit number, CAA's or COE's if applicable, net explosive weight and corresponding pieces, weight and cube, etc.
- j. Shipment is loaded, blocked and braced according to approved MIL-STD (WR) slash sheets or approved NAVSEA drawings.

4-7. PLACARDING.

Every motor vehicle transporting Class/Division 1.1 through 1.4 explosives, oxidizers, flammable materials, corrosives, compressed gases, poisons, or radioactive materials off-station or on-station shall be properly placarded according to [table 4-3](#) and the requirements outlined in [paragraphs 4-7](#) through [4-7.5](#). An exception to this requirement is for vehicles carrying Class/Division 1.4, 1.5 and 1.6 A&E containing an aggregate gross weight of less than 1,001 pounds (454 kg). Additionally, the explosive 1.4 placard is not required for those Division 1.4 Compatibility Group S (1.4S) materials that are not required to be labeled 1.4S. A motor vehicle must be placarded with the highest hazard of material being transported. Vehicles engaged in towing explosive-loaded bomb trailers shall display appropriate placards or a red flag. The explosives driver is responsible for ensuring that the appropriate placards are installed on the motor vehicle before it is moved.

4-7.1. SIZE AND SHAPE. Each placard shall be diamond shaped with the overall dimensions, colors and height for the letters and necessary symbols as specified in [49 CFR 172.519](#) through [172.560](#) and associated appendices A through C. The placards required for each type of A&E shipment are listed in [table 4-3](#).

4-7.2. LOCATION AND DISPLAY. The placards on a motor vehicle, portable tank or cargo container shall be placed on the front, rear and each side in an area that has no other marking, lettering or graphic display for at least three inches in each direction. The front placard for a motor vehicle may be displayed on the front of the truck, truck body, truck tractor or the trailer, and shall be clearly visible when approaching the vehicle from the front.

Each placard must:

- a. Be securely attached to or placed in a holder made as recommended in [49 CFR 172\(F\)](#). However, the holding device shall not obscure any part of the placard other than its border.
- b. Be located clear of equipment and devices such as pipes, ladders, doors and tarpaulins.
- c. So far as practical, be located so that dirt or water is not directed to it from the wheels of the transport vehicle.
- d. Have its print displayed horizontally, reading from left to right. The placards must be maintained by the driver so that the format, legibility, color and visibility of the placard will not be substantially reduced due to damage or deterioration, or be obscured by dirt or other matter. No sign or other device that by its color, design, shape or content could be confused with any prescribed placard may be attached or displayed on any motor vehicle, portable tank or cargo container transporting A&E.
- e. Be clearly visible to personnel or vehicles approaching the loaded conveyance.
- f. Not be applied directly to the A&E on flatbed vehicles. If appropriate space is not available, placard holders must be used.

4-7.3. PLACARDING LOADS CONTAINING ONE TYPE OF A&E. The A&E listed in section 1 of [table 4-3](#) requires the placards specified when transporting any quantity of that type of cargo. The A&E listed in section 2 requires the placards specified when transporting 1,001 pounds or more of that type of cargo, except when it is transported in portable tanks.

Table 4-3. Placarding Requirements for Motor Vehicles

Category of material (Hazard class or division number and additional description, as appropriate)	Placard Name	Placard Design section reference (§)
SECTION 1		
1.1	EXPLOSIVES 1.1.....	172.522
1.2	EXPLOSIVES 1.2.....	172.522
1.3	EXPLOSIVES 1.3.....	172.522
2.3	POISON GAS.....	172.540
4.3	DANGEROUS WHEN WET.....	172.548
5.2 Organic peroxide, Type B, liquid or solid, temperature controlled).	ORGANIC PEROXIDE.....	172.552
6.1 (inhalation hazard, Zone A or B)	POISON INHALATION HAZARD.....	172.555
7 (Radioactive Yellow III label only)	RADIOACTIVE ¹	172.556
¹ RADIOACTIVE placard also required for exclusive use shipments of low specific activity material and surface contaminated objects transported in accordance with 49 CFR 173.427(a) .		
SECTION 2		
Category of material (Hazard class or division number and additional description, as appropriate)	Placard Name	Placard Design section reference (§)
1.4	EXPLOSIVES 1.4.....	172.523
1.5	EXPLOSIVES 1.5.....	172.524
1.6	EXPLOSIVES 1.6.....	172.525
2.1	FLAMMABLE GAS.....	172.532
2.2	NON-FLAMMABLE GAS.....	172.528
3.....	FLAMMABLE.....	172.542
Combustible liquid.....	COMBUSTIBLE.....	172.544
4.1	FLAMMABLE SOLID.....	172.546
4.2	SPONTANEOUSLY COMBUSTIBLE.....	172.547
5.1	OXIDIZER.....	172.550
5.2 (Other than organic peroxide, Type B, liquid or solid, temperature controlled).	ORGANIC PEROXIDE.....	172.552
6.1 (Other than inhalation hazard, Zone A or B)	POISON.....	172.554
6.2	(None).....
8.....	CORROSIVE.....	172.558
9.....	Class 9 (49 CFR 172.504(f)(9)).....	172.560
ORM-D.....	(None).....

NOTES:

- (1) The dotted line border shown on each placard is not part of the placard specification. However, a dotted or solid line outer border may be used when needed to indicate the full size of a placard that is part of a larger format or is on a background of a non-contrasting color.
- (2) The “*” shall be replaced with the appropriate division number and, when required, appropriate compatibility group letter.
- (3) On a COMBUSTIBLE placard with a white bottom as prescribed by [49 CFR 172.332 \(c\) \(4\)](#), the class number must be red or black.

4-7.4. **PLACARDING COMBINATION LOADS.** A motor vehicle or cargo container loaded with two or more classes of materials requiring different placards specified in section 2 of [table 4-3](#), may be placarded DANGEROUS in place of the separate placarding specified for each of those classes of materials. However, when 2,205 pounds or more of one class or material is loaded at one activity, the placard specified in section 2 of [table 4-3](#) for that material is required. No placard is required on a motor vehicle or cargo container transported by highway only; and, containing less than 1,001 pounds (aggregate gross weight) of one or more of the materials listed in section 2 of [table 4-3](#). Shipments of Class/Division 1.1 through 1.3 A&E in the same transport vehicle require Class/Division 1.1 placards only. When a vehicle contains any quantity and combination of A&E listed in section 1 of [table 4-3](#), such as Class/Division 1.1 through 1.3 A&E, poison 6.1 and/or radioactive yellow III labeled materials, it shall display all the appropriate placards as specified in [table 4-3](#). When two or more vehicles in tandem are transporting A&E, each shall be placarded according to its contents.

4-7.5. **PLACARDING OF TANK MOTOR VEHICLES.** These motor vehicles shall be placarded in the same manner as previously described with the following additions:

- a. The placard shall not be displayed unless the motor vehicle is carrying a commodity classified as A&E.
- b. Tank motor vehicles transporting gasoline may be placarded GASOLINE instead of FLAMMABLE; however, a placard of the appropriate size, shape and color must be used.
- c. When flammable compressed gas is being carried, the tank motor vehicle shall be placarded FLAMMABLE GAS. When the gas is not flammable, NON-FLAMMABLE GAS placards shall be used. In each case, the placard shall conform to DOT regulations.

4-8. SEALS.

When sensitive AA&E is loaded aboard closed conveyances (dromedary; ISO/MILVAN/ CONEX; motor vehicle trailer; boxcar), the shipper shall ensure that the doors to those conveyances are sealed with a DOD approved numbered (serialized) security seal (see [paragraphs 4-8.1](#)). Seal numbers must be annotated on the BL. This standing rule applies to both truckload (TL) and less-than-truckload (LTL) dromedary shipments. All AA&E shipments moving in MILVAN/ISO containers configured with a customs catch plate door design (see [figure 4-4](#)) shall have a security seal applied to both the left and right door. In these situations, both security seal numbers should be recorded on the BL. Refer to [DTR 4500.9-R](#) for further detail.

4-8.1. **DOD APPROVED CONVEYANCE SEALS.** The cargo access doors of closed conveyances used for transporting sensitive AA&E shall be secured with DOD approved serialized bolt seals (NSN 5340-01-260-9935). For additional security, a cable lock seal (NSN 5340-00-084-1570) may also be used (see [figure 4-5](#)). Other security seals may be substituted provided they meet Federal Specification FF-S-2738 (Antipilferage Seals) requirements. The ball-type seal, embossed with the letters U.S. and serially numbered (NSN 5340-00-081-3381) may be used with a wire-twist security device (see [paragraph 4-8.2](#)) when bolt or cable seals are not readily available or when the door closure mechanism does not permit their use. Local, organic shipments of Class/Division 1.1 through 1.4 A&E may be transported using an approved field service padlock which meets FF-P-2827, provided that shipping

activity's Standard Operating Procedure (SOP) reflects authorization for use of this alternative locking system. There are two models for this padlock; the 3/8" diameter shackle model 655 is assigned NSN 5340-01-380-9430; the 1/2" diameter shackle model 656 is assigned NSN 5340-01-380-9432.

Refer to [paragraph 3-4.5](#) for requirements governing the use of accompanying seal notices and seal tags. Refer to NAVSEA SW020-AG-AF-010 for additional information on security seals.

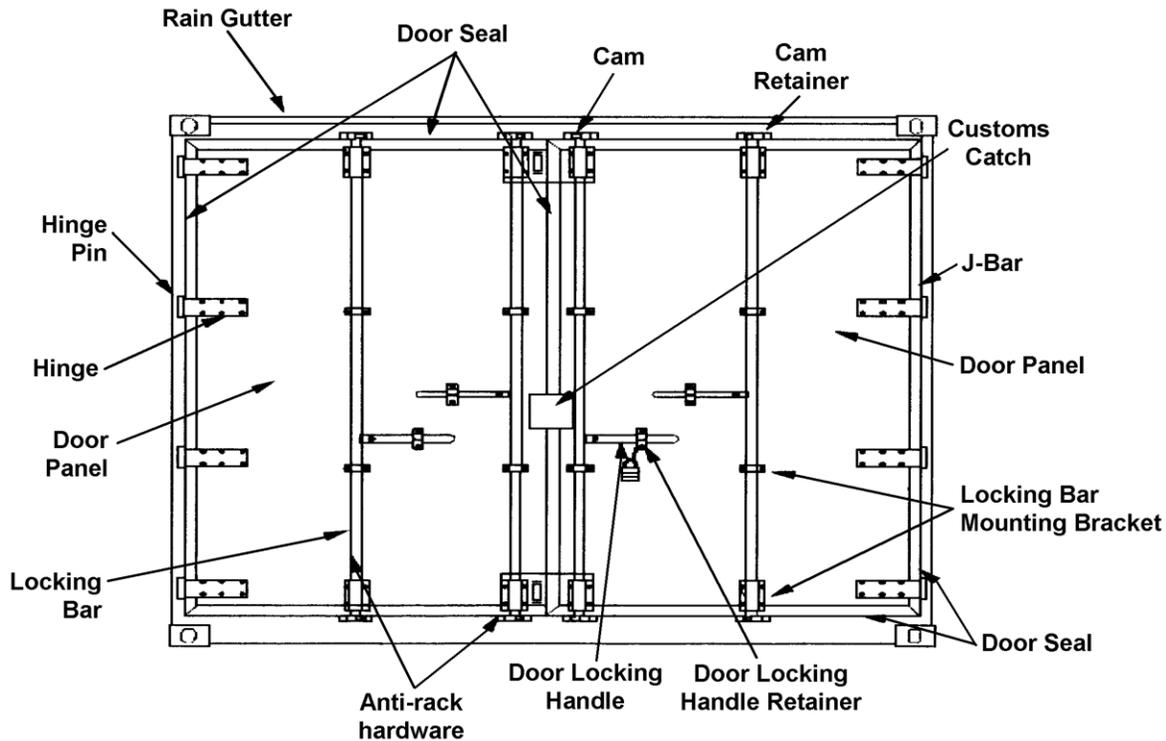


FIGURE 4-4. Rear End Door Assembly with Customs Catch Plate

4-8.2. WIRE SECURITY DEVICE. A number 5, American wire gauge steel wire twist, or a wire cable of larger or equivalent thickness together with a ball-type seal, will be used to secure door hasps if cable seal locks or other types of serialized seal locks are not available. The wire shall be procured by the coil, cut in 12-inch to 18-inch lengths and bent into a "U" shape. The wire security device shall be installed through the door locking or closing mechanisms and twisted with an appropriate twisting tool. The tool can be fabricated from a piece of steel bar stock with two holes 2-1/2 inches apart, drilled one drill size larger than the wire gauge used. The wire shall be twisted a minimum of two complete turns and the ends cut off close to the twist. The wire can be removed by the receiving activity by cutting it with an appropriate wire or bolt cutting tool. Nails, bolts, copper wire or any other degraded security devices are not to be used in lieu of this twisted steel wire. [Figure 4-6](#) shows typical applications of the wire security device on motor vehicles and MILVAN containers. After applying the wire security device to the motor vehicle doors, the DD Form 2890 or emergency response guidesheet will be annotated to read "Wire security device applied to doors. Do not use explosive-actuated or flame or heat-producing cutters to remove." The notation "wire twist applied" with the number of attached seals shall also be annotated on the BL.

4-9. COMPLETION OF MOTOR VEHICLE INSPECTION.

After satisfactory completion of the inspections cited in [paragraphs 4-6](#) through 4-8, and prior to releasing the motor vehicle to the carrier, the inspector shall complete the last portion of the DD Form 626. Both the shipping inspector and the driver must sign the DD Form 626. Sufficient copies of the form shall be prepared for distribution as detailed in [NAVSEA SW020-AG-SAF-010](#). All deficiencies shall be corrected before the motor vehicle is released to the carrier for shipment to the destination.

4-10. SHIPPING PAPERS/WRITTEN INSTRUCTIONS TO DRIVERS.

Prior to departure, the driver of a motor vehicle containing AA&E and each carrier using a vehicle shall have in their possession the shipping papers outlined in [paragraph 3-4](#) of this manual. A written route plan, and any other papers required for a subsequent mode of transportation, i.e. trailer on a flatcar (TOFC), container on flatcar (COFC), air or water, as applicable, shall also be in the driver's possession at all times throughout the period of off-post transit, from origin to destination. Together, these documents describe the hazardous nature of the cargo; attest to the serviceability of the conveyance; provide emergency response instructions; and protect shipment integrity by providing a means for documenting the in-transit custody transfer of the cargo from one driver to the next.

4-10.1. PLACEMENT OF SHIPPING PAPERS. Shipping papers shall be clearly distinguishable from any other papers carried, and must be readily accessible to the driver and authorities in the event of accident, incident or inspection. When the driver is at the vehicle controls and is restrained by a seat belt, the papers shall be within the driver's immediate reach. The papers shall be either readily visible to a person entering the driver's compartment, or in a holder mounted to the inside of the door on the driver's side. When the driver is not at the vehicle controls, the papers shall be in the door holder or on the driver's seat.

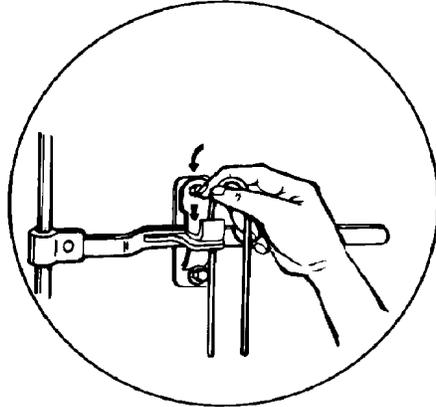
4-10.2. SPECIAL WRITTEN INSTRUCTIONS FOR OCONUS MOVEMENTS. Special written instructions concerning shipments of AA&E to water and air transshipment ports of embarkation are discussed in [DTR 4500.9-R](#), chapters 203 and chapter 205. [DTR 4500.9-R](#) provides instructions for the completion of shipping papers for OCONUS shipments and for preparation of the Transportation Control and Movement Document (TCMD).



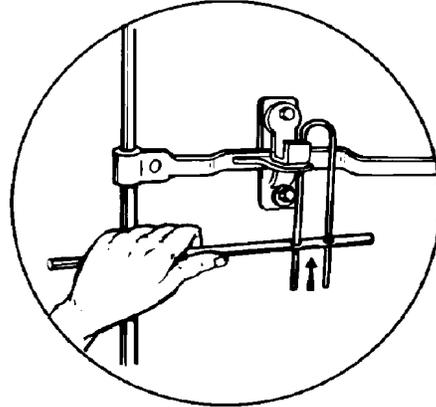
FIGURE 4-5. Proper Placement of Cable Seal Locks

NOTE

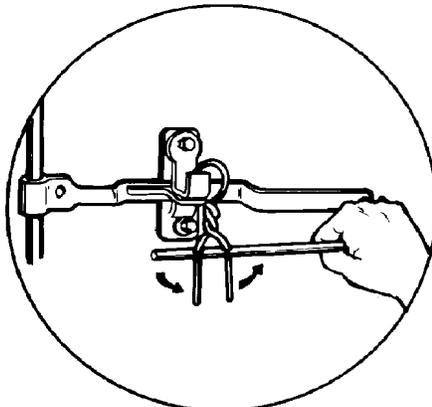
Personal protective equipment (i.e. gloves) shall be used when performing this function.



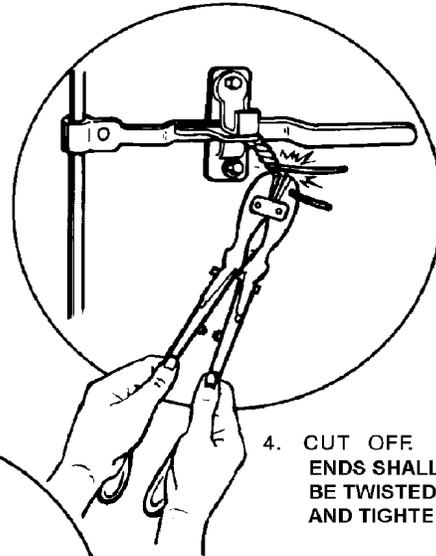
1. INSERT WIRE.



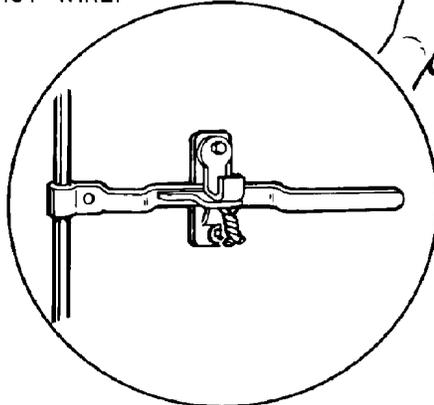
2. APPLY TOOL.



3. TWIST WIRE.



4. CUT OFF ENDS SHALL BE TWISTED UP AND TIGHTENED.



5. FINAL WIRE SECURITY DEVICE (MOTOR).

FIGURE 4-6. Application of Wire Security Device for Motor Vehicles and MILVAN Container Shipments

4-10.3. DANGEROUS GOODS CERTIFICATIONS. Dangerous goods certification instructions for shipments via military air are addressed in [AFMAN 24-204/NAVSUP Pub 505](#). Consult [International Civilian Aviation Organization \(ICAO\) Technical Instructions](#), and [International Air Transport Association \(IATA\) Dangerous Goods Regulations](#) for certification requirements for commercial air shipments. The [International Maritime Dangerous Goods \(IMDG\) Code](#) provides instructions for the documentation of dangerous goods for water shipments. Each of the aforementioned regulations provide instructions for completing dangerous goods certification papers, which convey the basic information relative to the hazards of the goods being offered for transportation, emergency response instructions; and a declaration that the goods are accurately described, packaged, marked and labeled according to applicable international and national government regulations.

4-10.4. TRANSPORTATION FACILITIES GUIDE. Finally, in addition to the above written instructions to drivers applicable to each shipment, DON shore activities having missions involving the receipt, storage, and issue of AA&E must ensure that relevant instructions detailed in the SDDC Transportation Facilities Guide (TFG) are current. The TFG provides an additional source of information to carriers and their drivers with respect to an installation's receipt procedures, Class 1 A&E local routing, secure holding capability, and procedures for after-hour deliveries (see [DTR 4500.9-R](#) and [NAVSEA SW020-AG-SAF-010](#) for details).

4-11. ROUTES/ROUTE PLANS.

In accordance with [49 CFR 397.67](#), prior to departing from the activity, the driver shall present a written plan of the prescribed route. The route, established by cognizant authority, shall not be changed except in cases of emergency. Deviations shall not be made except as follows:

- a. On the direct orders of local law enforcement authorities.
- b. Following accidents, incidents or breakdowns in which damage to the motor vehicle justifies towing (after unloading) to another locality.
- c. On the direct order of the CO, safety officer, ordnance officer, or their designated representatives.
- d. When dangerous electrical storms are encountered.
- e. When detours have been established by traffic authorities.
- f. When safe haven is required during a civil disturbance or natural disaster, as defined in [paragraph 5-5.4](#).

NOTE

Drivers shall not divulge the route of the movement or the nature of the cargo to any unauthorized person. Above all, drivers shall not discuss the above over CB or similar radio communications, telephone, or in personal conversation at fuel or eating stops.

CHAPTER 5

IN-TRANSIT REGULATIONS FOR MILITARY MOTOR VEHICLES

5-1. INTRODUCTION.

This chapter identifies the in-transit regulations applicable to Navy and Marine Corps explosives drivers transporting arms, ammunition, explosives and related hazardous materials (AA&E). The following information is included:

- a. Driving regulations, hazards and safety measures.
- b. Protecting the security of the load.
- c. Inspection in-transit.
- d. Procedures for accidents, breakdowns, burning-area operations, delays, repacking, refueling and parking.
- e. Procedures for water transportation.
- f. Heavily populated areas.
- g. Safe haven.

5-2. DRIVING REGULATIONS.

Driving regulations and safe driving guidelines particularly applicable to the explosives driver are presented in the following paragraphs.

5-2.1. SPEED REGULATIONS. Drivers of motor vehicles transporting AA&E must adhere to the posted speed limits peculiar to each state, county, or municipal roadway system. The posted speed limit for a given roadway system within each state may vary with respect to cars and trucks. In addition, some states have established separate maximum speed limits for trucks transporting Hazard Class 1 ammunition, explosives and related hazardous materials (A&E). Drivers shall be attentive to applicable speed limit requirements within each state and locality when transporting A&E off-station.

5-2.2. MINIMUM SPEEDS. No motor vehicle shall be driven at a speed so slow that it will unnecessarily impede or block the normal and reasonable movement of traffic or violate minimum state or local speed requirements.

5-2.3. DRIVING HOURS. Explosives drivers shall not be required to drive for periods exceeding the customary eight-hour day, except in extreme emergency or when relief is not available. According to [49 CFR 395.3](#), no driver shall drive more than 11 hours following ten consecutive hours off duty; nor shall a

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driver drive for any period after having been on duty 14 hours following ten consecutive hours off duty. If approved by the originating activity, a driver may be given travel directions by another activity during the eight-hour period.

5-2.3.1. Driving Distances (Government Owned Vehicles). The Permissible Operating Distance (POD) established for government-owned vehicles within the continental United States (CONUS) is 100 miles or less one-way. Refer to [NAVSEA SW020-AG-SAF-010](#) for further detail on the regulations and limitations regarding the use of government-owned vehicles to transport DOD freight.

5-2.4. **DRUNKEN AND RECKLESS DRIVING.** Explosives drivers shall never operate any vehicle while under the influence of alcohol, illegal drugs or a derivative of a narcotic drug, or the misuse of a prescription drug. Motor vehicles shall not be driven recklessly or in such a manner as to endanger life, limb or property. No motor vehicle may be driven at a speed greater than is reasonable and prudent for the type of vehicle, visibility, traffic and road conditions. The following is quoted from the [Uniform Code of Military Justice \(UCMJ\)](#), Article 111, and is applicable to military personnel: “Any person subject to this code who operates any vehicle while drunk, or in a reckless or wanton manner, shall be punished as a court-martial may direct.” Civilian drivers are subject to all local laws when suspected of drunken or reckless driving. Drivers are subject to disciplinary actions and penalties as outlined in [paragraph 2-6](#).

5-2.5. **ARREST.** If arrested, the driver (military or civilian) shall notify his/her home station immediately. If possible, the driver's immediate supervisor shall be contacted as well.

5-2.6. **GENERAL RULES FOR SAFE DRIVING.** The following general rules shall be observed by the explosives driver:

- a. Observe and obey all road signs.
- b. Maintain safe clearance for bridges and tunnels as posted.
- c. Exercise caution when overtaking, meeting or being passed by other vehicles.
- d. Use hand signals or directional lights when passing or turning.
- e. Exercise caution when passing a stationary streetcar or bus, if local regulations permit such passing.
- f. Exercise caution when approaching emergency vehicles.
- g. Exercise caution when backing or maneuvering.
- h. Exercise caution when stopping or parking.
- i. Observe right-of-way regulations.
- j. Be certain vehicle and cargo are secure.

- k. Maintain a safe following distance for traffic and road conditions.
- l. Exercise caution when near or passing an open fire.
- m. Wearing portable headphones, earphones, or other listening devices while operating a motor vehicle is prohibited.
- n. Drivers shall understand and obey all local civil regulations, as well as any on-station regulations, concerning the use (or restricting the use) of cell phones in a moving vehicle. Drivers shall always exercise caution when operating cell phones, "hands free devices," or global positioning systems, and whenever possible, use these devices only when the vehicle is safely stopped.

5-2.7. **ROAD SIGNS.** Road signs used in the United States conform with international agreements.

5-2.8. **YIELDING RIGHT OF WAY.** Ambulances, firefighting equipment, police, and similar emergency vehicles using warning lights and/or sirens, shall have the right of way over all other traffic, including vehicles carrying AA&E. Military formations, whether at a halt or in motion, have the right of way at all times. Drivers shall exercise caution when passing or approaching such formations.

5-2.9. **INSTRUCTIONS FOR SPECIFIC SITUATIONS.** Procedures to be followed by the driver with respect to tunnels, railroad crossings, convoys, bridges, heavily populated areas and stops are presented in the following paragraphs:

5-2.9.1. **Tunnels.** Vehicles transporting A&E shall not be routed through tunnels if it can be avoided. If it becomes absolutely necessary to use tunnels, the driver shall:

- a. Contact the local police to obtain permission.
- b. Request advice from the local law enforcement authorities on existing laws.
- c. Comply with written instructions that shall include authorization to use the tunnel as arranged by the cognizant naval activity.
- d. Advise the proper local authorities and the originating activity if unable to meet the scheduled time for use of a tunnel.

5-2.9.2. **Railroad Crossings.** Drivers of vehicles carrying AA&E shall exercise extreme caution when approaching railroad crossings. All drivers shall, when approaching any railroad crossing, use the four-way flashers 300 feet from the tracks and slowly come to a full stop not more than 50 feet from, nor closer than 15 feet to, the nearest rail of the crossing. The driver will look in both directions and shall not proceed until he/she is certain that all tracks are clear. Full stops need not be made at:

- a. Street car crossings in a town's business or residential district.
- b. Railroad grade crossings where a police officer or a crossing watchperson directs the traffic to proceed.

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c. Abandoned or exempted grade crossings marked by, or with the consent of, the proper state authority. The marking shall be clearly visible from the driver's position in the cab of the vehicle.

5-2.9.3. **Convoys.** In motor vehicle convoys, drivers shall not become widely separated, but shall maintain a safe distance between vehicles. Generally, the safe distance shall not be greater than 300 feet; however, vehicles should not be less than 50 feet apart.

5-2.9.4. **Bridges.** A motor vehicle transporting AA&E shall approach a drawbridge slowly so that a stop may be made safely before the lip of the drawbridge is reached. The driver shall proceed only when the drawbridge is completely closed; and, if traffic signals are present, when the signal is green. When a prescribed route includes toll bridges, the driver shall be advised of this fact in advance of travel. The driver shall:

a. Contact local toll bridge authorities from the starting point; or, at the most convenient scheduled stopping point along the route; or, obtain permission to use the facilities and information regarding special regulations.

b. Cooperate with local authorities by providing them with any information required regarding the vehicle's load and schedule. Follow their instructions concerning the movement of the vehicle over the bridge.

c. Take note of any special directions contained in the written instructions that shall include authorization to use the bridge as arranged by the cognizant activity.

5-2.9.5. **Heavily Populated Areas.** According to [49 CFR 397.67\(a\) and \(b\)](#), a motor vehicle carrying placarded cargo shall be operated over routes that do not go through or near heavily populated areas, places where crowds are assembled, tunnels, narrow streets, or alleys. Drivers shall comply with all state and municipal laws and ordinances. Exceptions to this general rule are as follows:

a. There is no practicable alternative.

b. A reasonable deviation is necessary to reach terminals, points of loading or unloading, facilities for food, fuel, rest, or safe haven.

c. A reasonable deviation is required in response to emergencies as determined by local emergency response officials.

Operating convenience is not a basis for failing to avoid heavily populated areas.

In response to a confirmed case of military necessity or with respect to emergency operations conducted by Explosive Ordnance Disposal (EOD) personnel, Navy/Marine Corps owned motor vehicles carrying A&E may be required to travel through or near populated areas. In this case, the driver shall contact local law enforcement authorities to advise them of the proposed trip before approaching the perimeter of the municipality. The driver will follow the routing instructions provided by the law enforcement authorities, which may include police escort.

5-2.9.6. Stops. When transporting AA&E, drivers shall make no unscheduled stops except in an emergency. The vehicle shall not be left unattended at anytime.

5-3. DRIVING HAZARDS.

The transportation of A&E by any method is extremely dangerous. All rules for road safety shall be carefully studied and practiced by explosives drivers. Some of the more common hazards may be avoided or minimized by applying the information presented in [paragraphs 5-3.1 through 5-3.3](#).

5-3.1. **CARBON MONOXIDE.** Carbon monoxide is a deadly gas that kills quickly and without warning if inhaled in sufficient quantities. In small amounts it causes drowsiness that results in dangerous inattention by the driver on the highways. The following safety measures shall be taken to prevent carbon monoxide gas from escaping into the vehicle:

- a. The engine shall be kept in good condition. Engines and undercarriages shall be kept free of excessive oil and grease.
- b. The manifold shall be inspected for leaks in the parts, the exhaust pipe and muffler.
- c. The driver shall not leave the engine running while parked.

5-3.2. **DAMAGE TO CARGO.** One of the principal reasons for the careful inspection of containers loaded with A&E is to avoid the hazards of fire and explosion. A leaking or broken container of corrosives or acids can injure the driver by causing burns, fume poisoning or suffocation. Fires and explosions may also result from careless handling of the containers or from the shifting of an improperly dunnaged load.

CAUTION

Drivers shall avoid sharp braking during downhill travel. This operation is one of the principal causes of load shifting and usually results in damage to the cargo.

5-3.3. **WEATHER CONDITIONS.** Drivers shall be extremely cautious when weather such as snow, ice, sleet, fog, rain or electrical storms affect visibility or traction. If conditions become extremely hazardous, operation of the vehicle shall be temporarily discontinued. When compliance with these instructions increases hazards to road traffic, the vehicle shall be driven to the nearest military activity for safe haven.

5-4. SAFETY MEASURES.

While transporting AA&E, all safety regulations shall be strictly followed.

WARNING

Matches, lighters or other fire, flame, or spark-producing devices shall not be permitted within 25 feet of a motor vehicle loaded with A&E.

5-4.1. **FLAME-PRODUCING DEVICES.** No person shall carry a lighted cigarette, cigar or pipe, or any fire, flame or spark-producing device within 25 feet of a vehicle transporting A&E.

CAUTION

Explosives drivers shall adhere to [DOT regulations](#) and state and local laws governing the use of snow chains during inclement weather. Snow chains have the potential for creating sparks.

5-4.2. **SMOKING REGULATIONS.** Smoking is prohibited within 25 feet of the following:

a. A motor vehicle which contains Class 1 materials, Class 5 materials, or flammable materials classified as Division 2.1, Class 3, Divisions 4.1 and 4.2, or;

b. An empty tank motor vehicle which has been used to transport Class 3, flammable materials, or Division 2.1 flammable gases, which when used, was required to be marked or placarded in accordance with [49 CFR Part 172.500, Subpart F](#).

5-4.3. **TRANSPORTING FLAMMABLES.** Vehicles used for the transportation of flammables shall be kept clean and free of oily rags or similar combustible materials. Valves, nozzles and other connections on the vehicle shall be kept free of leaks and in good operating condition at all times.

5-4.4. **EXPOSURE TO WEATHER.** A&E shall not be exposed unnecessarily to the direct rays of the sun or to inclement weather, i.e. rain or electrical storms.

5-4.5. **LOAD INTERFERENCE.** No motor vehicle shall be operated if the cargo or any other object obscures the driver's view in any direction; interferes with the free movement of arms or legs; prevents free and ready access to equipment for emergencies; or, prevents the free and ready exit of the driver from the cab of the vehicle.

WARNING

Flares and signals that produce flame shall not be used as warning devices for disabled vehicles carrying A&E.

5-4.6. **WARNING DEVICES.** In the case of an accident, incident, breakdown or stop made for any reason on the public highways, a motor vehicle carrying A&E shall have three bidirectional emergency reflective triangles as warning devices to approaching traffic. These devices eliminate the need for flags and reflectors and are effective during the day or night.

5-4.6.1. **Posting Warning Devices.** Immediately upon stopping, the driver shall set the turn signals to flash simultaneously; and, place three red emergency reflective triangles on the traffic side of the vehicle per the following directions:

a. One warning device shall be placed 100 feet in front of the motor vehicle and one 100 feet in back of the vehicle in the center of the traffic lane it occupies. One warning device shall be placed on the traffic side of the vehicle not more than 10 feet from the front or rear of the vehicle. (See [figure 5-1A](#).)

b. If the stop is made within 500 feet of the crest of a hill, a curve, or any object obstructing the vehicle from the view of approaching traffic, the warning devices shall be placed not less than 100 feet or more than 500 feet from the vehicle in the direction of the hill, curve or other obstruction. One warning device shall be placed on the traffic side of the vehicle not more than 10 feet from the front or rear of the vehicle. (See [figure 5-1B](#).)

c. If the stop is made on any lane of a divided highway, one warning device shall be placed 200 feet in back of the stopped vehicle in the center of the traffic lane it occupies; one warning device shall be placed 100 feet in back of the vehicle in the center of the traffic lane it occupies; and, one warning device shall be placed on the traffic side of the vehicle within 10 feet from the rear of the vehicle. (See [figure 5-1C](#).)

d. When any motor vehicle used in the transportation of AA&E is disabled or stopped entirely off the roadway on an adjacent shoulder, the warning devices shall be placed as near as practical on the shoulder at the edge of the roadway.

5-4.6.2. Picking Up Warning Devices. The driver shall ensure signals are flashing simultaneously before picking up the emergency warning devices from the highway.

5-5. PROTECTING THE SECURITY OF THE LOAD.

The driver shall be aware of security policies, procedures and responsibilities (see [paragraphs 2-8 through 2-8.3](#)). Most importantly, drivers shall be aware of, and adhere to, physical security requirements for their load prescribed by the established Force Protection Condition (FPCON), shown in [NAVSEA SW020-AG-SAF-010](#).

5-5.1. VEHICLE SECURITY. The doors of all motor vehicles containing AA&E shall be securely sealed and under constant surveillance when outside a restricted, fenced area. The only exception is when it is necessary to open the vehicle for inspection or to handle the contents. In this event, a responsible person shall be in charge of the vehicle. All doors on vehicles containing AA&E shall be closed securely before the vehicle is in motion. When open trucks are used, the load shall be protected from the sun and weather by waterproof, fire-resistant tarpaulins (see [paragraph 4-2](#) and [4-2.4](#)).

5-5.2. SEALS. Refer to [paragraphs 4-8](#) and [4-8.1](#) regarding the requirements for transportation conveyance seals, NAVSUP Form 407, Seal Notice ([figure 3-14](#)), and seal tags for AA&E shipments.

5-5.2.1. Breaking of Seals En Route. In the event that seals are broken or replaced en route, the driver shall notify the shipping activity or receiving activity immediately and request instructions concerning the security of the cargo prior to continuing to destination. Drivers shall remain with the vehicle at all times to protect the cargo until a new seal is applied. In the case of sensitive or classified shipments, the Commanding Officer (CO) of the nearest military installation shall be notified immediately so that qualified personnel can be dispatched, if required. At the destination, the proper authority shall inspect the cargo to ensure that no breach of security has been committed. If compromise of the load is suspected, the CO at the receiving activity will immediately notify the nearest field office of the [Naval Criminal Investigative Service \(NCIS\)](#) and [NOSSA](#).

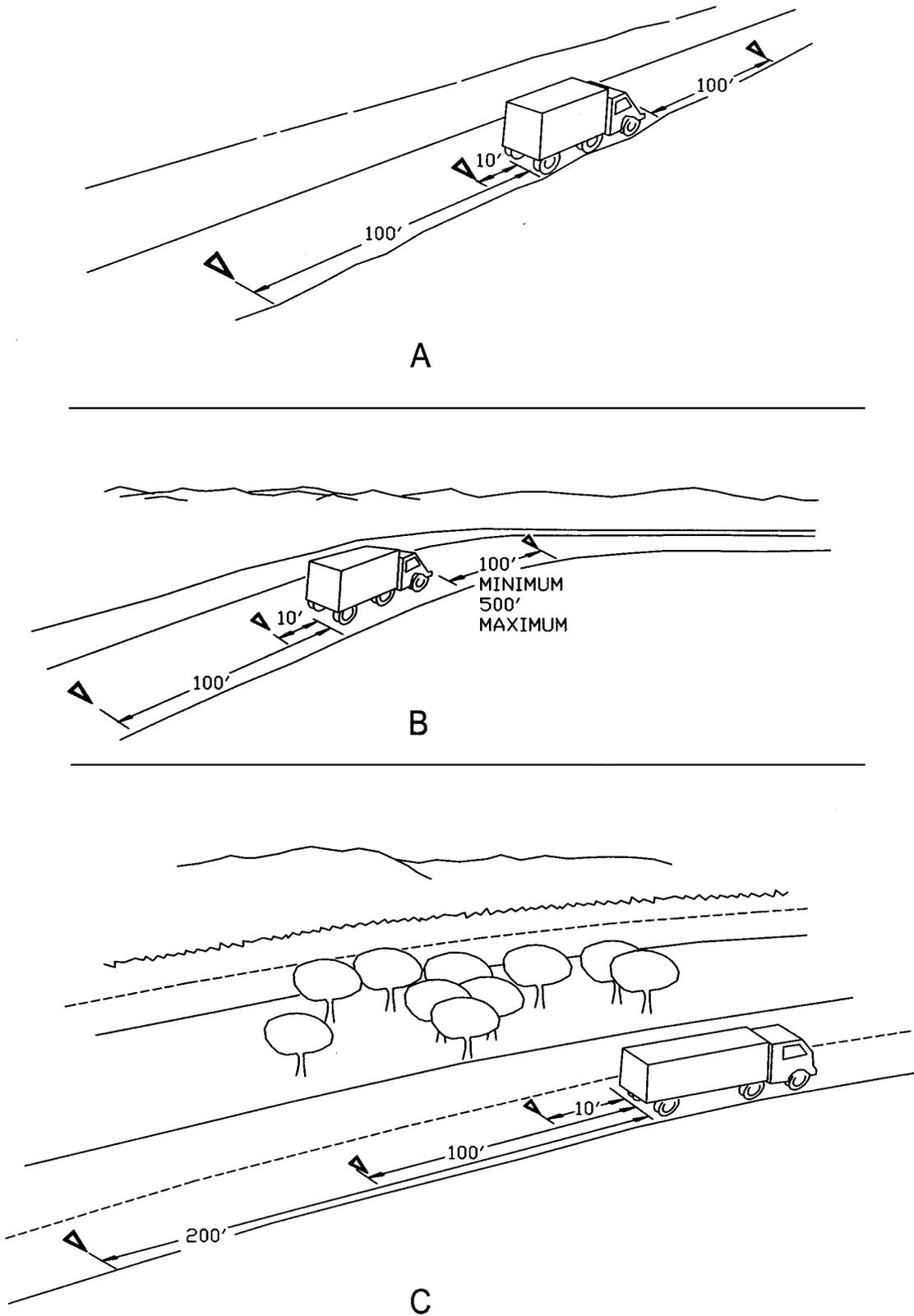


FIGURE 5-1. (A-C) Posting Warning Signals for Highway Stops

5-5.3. GUARDING VEHICLES. When outside a military station, the cargo doors of all motor vehicles containing AA&E shall be secured and motor vehicles shall be under constant surveillance. For off-station AA&E movements, in the context of the Navy's two-driver requirement, constant surveillance means (1) that a Signature and Tally Record, DD Form 1907 will be maintained; (2) that at least one driver will remain in the cab of the vehicle, or remain within 25 feet of the vehicle during brief stops, provided the vehicle is within full, unobstructed view. When vehicles are parked on-station in a barricaded area or in other assigned locations, their cargo doors shall be sealed and the ignition keys left in the vehicle, unless security considerations dictate that they be removed. When ignition keys are removed because of these considerations, they shall be made readily available to personnel assigned to move the vehicles. When trailers loaded with AA&E are parked without attached tractors, tractors will be made available for moving them. The ignition keys for these tractors shall be handled in the same manner as specified for AA&E loaded motor vehicles. The security of the cargo and the vehicle shall be the direct responsibility of the explosives driver while under the driver's custody. Drivers must be mindful of both the hazardous nature of the cargo and the Security Risk Category (SRC) assigned to the cargo. In cases where a courier is used, the courier shall be responsible for the cargo. The level of on- and off-station security surveillance over AA&E movements will vary according to the SRC of the AA&E and the existing local FPCON.

5-5.4. SAFE HAVEN. The origin transportation officer must schedule shipments to arrive at the destination within normal receiving hours, making every effort to avoid layover of shipment during weekends, holidays, and non-receiving hours. [DOD 5100.76-M](#) and [OPNAVINST 5530.13 \(series\)](#) require that installations and activities offer safe haven to motor carriers who have encountered an emergency situation during the transport of DOD AA&E. These regulations also require that activities accept AA&E shipments arriving during non-delivery hours. In either case, the activity shall ensure the vehicle is parked in a secure area and provided appropriate protection commensurate with the SRC of the delivered items. SRC I and SRC II AA&E will be provided the level of physical security protection detailed in [NAVSEA SW020-AG-SAF-010](#). Safe haven is strictly temporary in nature, and is intended to minimize the length of time that ordnance is in the public domain. AA&E laden vehicles must be removed from the secure area as soon as practicable upon determination by the CO/OIC and/or appropriate civil authorities that any threat to the shipment's integrity has diminished.

5-6. INSPECTION IN TRANSIT.

Drivers must examine their vehicle tires at the beginning of each trip and each time the vehicle is parked. Vehicles shall be stopped and inspected at all specified check points en route. The requirement for operators of vehicles transporting AA&E to stop at specified intervals and check their tires was eliminated by the Federal Register of 4 Oct. 2002. The motor vehicle and cargo shall be inspected by the driver for the following:

- a. General condition of the motor vehicle and clean placards.
- b. Condition of the tires: A soft, flat or unusually hot tire must be repaired, replaced or properly inflated before the trip is resumed. An overheated tire shall be removed and placed a safe distance from the vehicle. The driver shall not operate the vehicle until the cause of overheating is corrected.

c. Cargo securement: According to [49 CFR 392.9](#), drivers are instructed to inspect load securement devices within the first 50 miles after beginning a trip, and make necessary adjustments as required. Thereafter, the cargo securement devices will be reexamined when the driver makes a change in duty status, drives for more than 3 hours, or drives for more than 150 miles, whichever comes first. Note that the requirement to examine securement devices is not applicable to the driver of a closed and sealed van-type motor vehicle. If load-shift involving a closed and sealed van-type motor vehicle is suspected, drivers are instructed to notify the shipper, report circumstances and request permission to break the seal and inspect the condition of cargo securement system. For classified shipments, if the stability of the load is in doubt the instructions in [paragraph 5-5.2.1](#) shall be followed. After inspection, the motor vehicle will be re-sealed (drivers shall have been furnished with extra seals for this purpose). Seal application instructions are provided in [paragraphs 4-8](#) and [5-5](#) of this manual. Drivers are permitted to make adjustments to securement systems as required. However, in the event of substantial misalignment of the AA&E cargo and/or damaged cargo, drivers must notify their carrier dispatchers and the shipper for instructions. Delays must be reported in accordance with [paragraph 5-10](#) of this manual.

5-7. PROCEDURES FOLLOWING AN ACCIDENT.

The potentially disastrous consequences of an accident involving vehicles loaded with A&E dictate that emergency safety procedures be followed in every case. The explosives driver has primary responsibility for taking appropriate steps immediately. [NAVSEAINST 8020.18 \(series\)](#) provides DON policy and procedures concerning emergency response to accidents involving DOD munitions and explosives.

5-7.1. REQUIRED ACTION. When a motor vehicle loaded with A&E becomes involved in an accident, the driver shall:

- a. Stop the vehicle immediately.
- b. Turn off the ignition.
- c. Set the brake and chock the vehicle to prevent movement.
- d. Post warning devices on the highway. Ensure that all turn signals are flashing simultaneously while warning devices are being posted.
- e. If fire results, the driver shall follow the firefighting instructions found on the shipping papers (refer to [paragraphs 8-5](#) through [8-6.2](#)).
- f. Notify local law enforcement authorities.
- g. Render first aid. Do not move badly injured persons unless it is absolutely necessary.
- h. Notify both shipping and receiving activities by the fastest available means.
- i. Notify the Army Operations Center (AOC) at 703-697-0218/0219 collect, or DSN 227-0218/0219 should DOD/EOD assistance be required for clean-up operations.

NOTE

EOD personnel or other competent DOD official(s) must be dispatched to the scene of an accident involving damaged A&E materials. See subparagraph (k) below for further instructions.

j. Provide emergency response information (BL and/or DD Form 2890) to law enforcement authorities and firefighting personnel. This data will provide the type of cargo, dangerous characteristics, firefighting techniques, operating distances for firefighters and equipment, and personnel evacuation distances.

k. Do not attempt to handle damaged A&E cargo or unload a disabled vehicle. Assist emergency first responders as necessary. Handling of damaged A&E cargo will begin after the damaged cargo has been declared safe to move and transport by EOD personnel or other competent on-scene DOD officials.

l. Do not sign any insurance or release documents.

m. Express no opinions as to who is to blame for the accident.

n. If an unattended vehicle is struck, make a reasonable effort to locate the missing driver, while maintaining constant surveillance over the vehicle and its A&E cargo. If this is not possible, leave the following information for the owner of the unattended vehicle:

(1) Name.

(2) Address or home station.

(3) State or Federal Government license numbers.

(4) Destination.

(5) Any other information pertinent to the accident.

o. Stand-by to assist emergency first responders and/or DOD personnel in clean-up operations as required.

NOTE

Motor vehicle disentanglement operations shall not begin until the A&E has been offloaded from the cargo carrying vehicle and moved a safe distance away from the immediate vicinity of the accident.

5-7.2. **REQUIRED REPORT.** Every accident involving a Navy vehicle shall be reported by the driver of the vehicle on the Motor Vehicle Accident Report, SF 91. Refer to [paragraph 3-5.1](#) and [figure 3-17](#). Detailed instructions for completion of this form are provided in [appendix B](#).

5-8. PROCEDURES FOLLOWING A BREAKDOWN.

When a vehicle loaded with AA&E is disabled due to mechanical failure or reasons other than an accident, the driver is required to take action to ensure the safety of the public and to protect the cargo. If fire results, the driver shall follow the firefighting instructions found on the shipping papers (see [paragraph 8-5](#) through [8-6.2](#)).

WARNING

Do not attempt to jump start a motor vehicle that has A&E cargo onboard.

5-8.1. REQUIRED ACTION. The procedure listed below shall be followed in cases of breakdown:

a. If safe and practicable to do so, drive the vehicle to a safe parking place as far off the highway as possible and away from congested areas.

b. Immediately turn on the vehicle's two front and two rear hazard warning signals; post the emergency warning devices.

c. Notify state/local (as applicable) law enforcement authorities; request on-scene traffic control and security assistance as required -- dispatch of two law enforcement personnel for safety and protection of cargo is preferred.

d. Contact responsible personnel at your home station (point of origin) to report the breakdown and request guidance/assistance as necessary; contact destination activity to report delay in-transit due to breakdown.

e. With concurrence of home station responsible personnel, contact a local vehicle repair shop and arrange for on-site repair work.

WARNING

No hot work shall be performed on a vehicle with A&E cargo present in the vehicle.

f. If on-site repair work is not feasible, with concurrence of responsible home station personnel, arrange to have the A&E loaded vehicle towed to a capable repair facility; choose a repair facility that is located away from congested residential and/or industrial areas. Towing operations will begin once it has been determined by competent personnel that the A&E loaded vehicle is safe to tow.

WARNING

Do not repair the vehicle in an enclosed garage or work area.

g. If on-site or work shop repair work (with or without tow) is not feasible, then, with concurrence and assistance received from responsible home station personnel, arrange to have an

alternate motor vehicle, along with qualified DOD A&E handling personnel and equipment dispatched to the scene of the breakdown. Commence on-site A&E load transfer operations as necessary. See paragraph 5-11 for instructions pertaining to repackaging and transferring A&E cargo in-transit.

5-8.2. REQUIRED REPORT. A complete report shall be made to the safety officer or duty officer at the driver's home activity. The report shall include all pertinent details, including a description of the cause of the breakdown, location, terrain, interval of delay, steps taken to effect repairs, and either a certified statement of costs (if the driver was able to have repairs made), or a receipt if the driver paid for repairs. The report shall be presented to the driver's supervisor, who shall forward it to the safety officer. See [paragraph 3-5.2](#).

5-9. PROCEDURES IN BURNING-AREA OPERATIONS.

Explosives drivers engaged in burning-area operations, shall follow the orders and instructions given by the supervisor or ordnance worker in charge of the area.

5-9.1. ENTERING THE AREA. When a vehicle delivers authorized materials for the burning area, the ordnance supervisor shall direct the driver to the location for unloading operations or to a holding area behind a barricade.

5-9.2. UNLOADING THE VEHICLE. The driver shall remain in the cab during unloading operations and shall not be required to assist in the unloading. After unloading, the ordnance supervisor or ordnance worker shall direct the driver to drive behind the burning-lane barricade, or another designated area, park the vehicle and turn off the engine.

5-9.3. ACTION DURING ELECTRICAL STORMS. The driver shall park the vehicle so that it will not endanger personnel shelters or centers. The driver shall evacuate the vehicle only on orders from the ordnance supervisor or ordnance worker.

5-9.4. LEAVING THE AREA. All vehicle floors shall be swept thoroughly at the burning area. The vehicle shall be inspected by the ordnance worker before it is permitted to leave.

5-10. PROCEDURES IN CASE OF DELAY FOR MORE THAN 5 HOURS.

If for any reason a motor vehicle carrying AA&E is delayed for more than 5 hours, the driver shall report the delay to the transportation manager or duty officer of the home activity immediately. Delays resulting from delivery being restricted to normal working hours shall not be reported.

5-10.1. REQUIRED ACTION. The explosives driver shall take immediate appropriate action and report the reason for the delay. If the vehicle has been involved in an accident, incident or breakdown, the driver shall observe the procedures outlined in [paragraphs 5-7](#) and [5-8](#), respectively; and, shall report the situation to the home activity. If the delay is caused by road or weather conditions, the driver shall observe appropriate safety precautions and determine the most practical course of action. Public safety shall always be the first consideration.

5-10.2. REQUIRED REPORT. The report of delay shall provide the following information:

- a. Exact location of the vehicle.
- b. Cause of the delay.
- c. A statement that local law enforcement authorities have been notified.

d. A statement attesting to the level of security that was adhered to throughout the period of delay. For example, in addition to the driver(s) ability/inability to carry out mandatory constant surveillance duties and responsibilities, indicate the extent to which state and/or local law enforcement officials contributed to the surveillance mission.

5-11. REPACKAGING OR TRANSFER OF LOAD IN TRANSIT.

When practical, and subject to the imposition of reasonable risk control measures, a package of A&E that has been damaged in transit may be replaced or repaired and its contents transferred to the new or required package. The repackaging work must be performed by qualified DOD personnel in accordance with standard A&E packaging procedures. On-scene EOD or other competent DOD personnel must certify that the affected A&E materials are safe to move/handle prior to beginning the repackaging work.

a. Repackaging in Transit.

(1) In-transit repackaging of A&E cargo that has been certified safe to move/handle shall be performed in accordance with approved methods using serviceable packaging supply materials. Questions regarding A&E packaging can be directed to the [Naval PHST Center](#) at (973) 724-3388.

(2) The repackaging work must be performed at a safe location in proximity to the cargo transfer site consistent with relevant emergency response operations that may be in process. Care shall be taken to mitigate operational hazards including minimizing public/personnel exposure to risk (keep unauthorized personnel away). To the extent practicable, perform repackaging work at a safe distance from other known concurrent hazardous operations/environmental conditions that may exist in the immediate area. Emergency responders shall also be cognizant of the need to control risk associated with the exposure of susceptible A&E materials to electromagnetic radiation hazards.

WARNING

Drivers shall not dispose of damaged packages/containers -- standing rule applies to both empty packages/containers and those that contain residual A&E items.

(3) When repair of a damaged package is not feasible, the damaged package and its contents shall be diverted only the minimum distance necessary to the nearest compatible civil or DOD safe haven facility pending final disposition instructions. A safe to handle/move/transport certification by EOD or other competent DOD personnel must be obtained prior to execution of this contingency action.

b. Transferring in Transit. Class/Division 1.1, 1.2 and 1.3 A&E and/or Poisons 6.1, shall not be transferred from one container to another or from one vehicle to another on any public highway, street or

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road, except in cases of emergency and as directed by a qualified DOD official. In the event of an emergency, the driver shall take action to warn emergency responders and other highway users of ensuing dangers. The driver's responsibility in this regard becomes even more critical when the prospect of transferring A&E cargo from one conveyance to another is apparent. The following actions shall be taken:

(1) Drive the vehicle to a safe parking place as far off the highway as possible and away from congested areas.

WARNING

If the vehicle is diesel-powered, set the transmission in neutral.

(2) Turn off the engine and set the handbrakes.

(3) Immediately turn on the vehicle's two front and rear hazard warning signals, and post the emergency warning devices.

(4) Provide constant surveillance over the vehicle and its cargo while awaiting the arrival of a qualified DOD emergency response A&E cargo handling supervisor and crew members.

c. Reports. For all occasions involving the repackaging and/or transfer of AA&E material in-transit, the driver shall complete a report of corrective action taken. As a minimum, the repackaging and/or transfer report shall include the following information:

(1) Condition of the material before and after repackaging.

(2) Number of containers/packages damaged.

(3) Statement of corrective action taken.

The report will be forwarded to the activity AA&E Safety Officer; a copy of the report will be forwarded to [NOSSA \(N5\)](#).

5-12. PROCEDURES FOR REFUELING A LOADED MOTOR VEHICLE.

A motor vehicle designated for transporting A&E on and off station shall be fueled prior to the commencement of A&E loading operations. An adequate amount of fuel shall be added to the fuel tank to enable the driver to complete delivery of the A&E cargo without having to refuel in-transit. If, while en route to destination, contingency factors beyond the driver's control should arise that require refueling, the following safety precautions shall be followed:

WARNING

Compressed Natural Gas (CNG) powered vehicles shall not be refueled within 100 feet of A&E.

- a. The engine shall be turned off.
- b. The lights shall be turned off.

WARNING

In the event of a fire, if a carbon dioxide (CO₂) fire extinguisher is present for use in extinguishing the fire, do not direct its content at or into an open fuel tank. Even with a grounded fuel hose, static electricity can be generated and may ignite the fuel vapor, causing an explosion. This is due to high velocity streams of CO₂ being injected into the concentrated vapors of hydrocarbon fuels such as jet propulsion (JP), gasoline, diesel, etc.

- c. One driver shall stand by with a fire extinguisher.
- d. The nozzle of the fuel hose shall be in continuous and firm contact with the intake pipe of the fuel tank or be otherwise grounded (grounding cable is included in safety equipment required on vehicles).
- e. Under no circumstances shall the vehicle be fueled simultaneously with other vehicles.
- f. In the event of a fuel spill during refueling, motors on the equipment or refueling unit shall not be started until the tank is capped, and the spill is thoroughly washed down with water; or, the equipment is first moved manually at least 50 feet from the spill.
- g. No person may smoke or carry a lighted cigarette, pipe or cigar, or any fire, flame or spark-producing device within 25 feet of the fueling operations.
- h. A person must be in constant control of the fueling process at the point where the fuel tank is filled.

5-13. PARKING A LOADED MOTOR VEHICLE

In the interest of protecting the public well-being to the maximum extent, special federal and DOD safety regulations have been established for driving and parking motor vehicles loaded with Class/ Division 1.1, 1.2, and 1.3 A&E. Therefore, military and civilian drivers tasked by the Navy Department to operate motor vehicles engaged in transporting these hazardous materials must comply with the following requirements:

5-13.1. **GENERAL RESTRICTIONS.** Only essential personnel vehicles shall be operated within 100 feet of fuel storage areas and transfer operations (except service stations), where low-lying accumulations of flammable vapors or hazardous ignition-combustible material sources are present. Drivers of vehicles transporting Class/Division 1.1 through 1.3 A&E shall not park near fuel pumps or similar areas, except when refueling. In addition, vehicles shall not be parked over any grassy area or unpaved surfaces which may be oil-soaked.

WARNING

Under no circumstances shall the driver of a vehicle carrying Class 1.1, 1.2 or 1.3 A&E park in a public garage, on a public parking lot, or leave the vehicle unattended.

5-13.2. **PARKING IN THE PUBLIC DOMAIN.** The following regulations shall be adhered to for parking Class/Division 1.1, 1.2 and 1.3 A&E loaded motor vehicles in the public domain:

a. Congested Areas. The motor vehicle shall not be parked within 300 feet of a bridge, tunnel, dwelling, or place where people work, congregate, or assemble, except for brief periods when the necessities of operation require the vehicle to be parked and make it impracticable to park the vehicle in any other place.

b. Public Streets or Highways. The motor vehicle shall not be parked within 5 feet of the traveled portion of a public street or highway.

c. Private Property. The motor vehicle shall not be parked on private property (including premises of fueling or eating facilities) without the knowledge and consent of the person who is in charge of the property and who is aware of the nature of the hazardous materials the vehicle contains.

NOTE

See [paragraphs 5-7](#) and [5-8](#) of this manual for instructions related to accidents and breakdowns respectively that may impact the ability to conform to customary parking rules for vehicles loaded with Class/Division 1.1, 1.2 and 1.3 A&E.

5-13.3. **PARKING ON-STATION.** Vehicles loaded with Class/Division 1.1, 1.2 and 1.3 A&E shall be parked on-station only in locations identified in approved site plans and associated fire maps. The following additional regulations apply:

a. AA&E loaded vehicles shall not be parked overnight, except when late or weekend arrival does not permit immediate unloading. In this case, AA&E loaded vehicles shall be parked in approved secure holding areas per the provisions of [NAVSEA SW020-AG-SAF-010](#), Chapter 2 and [NAVSEA OP 5 Volume 1](#), Chapter 12.

b. A&E loaded vehicles shall not be parked and left unattended in front of the doors to magazines and/or operating buildings.

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c. Approved secure holdings areas, as noted in subparagraph a. above, shall be used to park AA&E loaded motor vehicles. On an exception basis only, when warranted by current operating conditions, AA&E loaded vehicles may be parked temporarily in open areas between magazines in accordance with existing explosives safety quantity-distance (Q-D) criteria and subject to Explosives Safety Office concurrence.

d. A vehicle that is undergoing AA&E load or offload operations may be parked temporarily alongside a magazine, operating building, or other Potential Explosion Site (PES) pending completion of the load/offload work provided that:

(1) The appropriate Q-D criteria are observed.

(2) The combined Net Explosive Weight (NEW) of the explosives contained in the vehicle, the magazine, operating building, etc., shall not exceed the explosive limit specified for the PES.

(3) An AA&E loaded vehicle parked in a restricted area shall have its engine turned off, brakes set, rear chocked, and ignition key left in the vehicle. If security considerations dictate that the ignition keys be removed, they shall be made readily available to personnel assigned to move the vehicle.

NOTE

Restricted areas differ at each individual activity depending upon Q-D considerations, location of magazines, proximity to inhabited buildings, and the hazard class of magazine contents. Refer to [OPNAVINST 5530.14 \(series\)](#) for further clarification on the various levels of restricted areas.

5-14. PROCEDURES FOR WATER TRANSPORTATION.

When a motor vehicle loaded with AA&E requires water transportation en route, the driver and vessel authorities shall share responsibility for the safety of the public and cargo. Drivers of vehicles shall observe the following procedures:

a. Deliver a letter of identification to the master of the vessel or to a designated representative requesting transportation. The letter shall be signed by the CO of the activity at which the shipment originated. Whenever possible, these letters should be mailed prior to the trip.

b. Deliver to the vessel representative the shipping documents containing the full description of the cargo for review. These papers will be returned to the driver.

c. Drive the vehicle to the location indicated by the vessel representative.

d. Shut off the engine and do not restart it until directed by the vessel representative.

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e. Turn off all vehicle lights and do not turn them on again until directed by the vessel representative.

WARNING

One person shall remain in the cab of a diesel powered vehicle. The transmission shall be left in neutral and the parking brake applied. There is a possibility that a warm engine could self-start if the vehicle should roll.

f. Set the brakes securely and chock the wheels to prevent movement. Place non-diesel powered vehicles in the lowest forward gear or in reverse.

g. Remain with the vehicle.

h. Make no repairs or adjustments to the vehicle while aboard the vessel.

i. Do not smoke, and warn others to refrain from smoking within 25 feet of the vehicle.

j. Obey all instructions given by authorized vessel personnel during the voyage and during the drive-on and drive-off operation.

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CHAPTER 6

DELIVERY AND INSPECTION OF LOAD AT DESTINATION

6-1. INTRODUCTION.

This chapter addresses the responsibilities of the explosives driver and shipping inspector when a shipment of arms, ammunition, explosives and related hazardous materials (AA&E) arrives at a military installation via a commercial munitions carrier, as defined in [NAVSEA SW020-AG-SAF-010](#). The following information is presented:

- a. Incoming inspection.
- b. Delivery of the load.
- c. Driver responsibility during unloading.
- d. Inspection of empty motor vehicles.
- e. Empty ordnance container certification.
- f. Inspection of commercial motor vehicles granted temporary storage and refuge.
- g. Exemption of classified shipment from carrier inspection.

6-2. INCOMING INSPECTION.

Upon receipt at an activity, an external inspection of any motor vehicle containing AA&E shall be made at a designated location prior to routing within the installation. When commercial carriers are employed to move AA&E over public highways from one area to another area of an installation, an external inspection of the vehicle shall be made before it enters the second area. Inspections are to be accomplished per Section III, items 18 through 28 of DD Form 626 ([figure 3-4](#)), and as outlined below.

NOTE

Receiving activities shall accept shipments by commercial carriers when all documentation is in order. However, responsibility for the shipment remains with the carrier until formal delivery is made.

6-2.1. **SHIPPING PAPERS.** The shipping inspector shall verify that the driver has all necessary shipping papers or that papers are attached to the cargo. Shipping papers shall be properly executed and

completed as described in [paragraph 3-4](#). The driver's personal papers shall be valid and current as described in [paragraphs 3-2.1](#) through [3-2.2](#).

6-2.2. MECHANICAL INSPECTION. The shipping inspector shall ensure that all incoming vehicles are inspected before they are accepted for delivery. The vehicle shall be inspected in an area as close to the gate as possible, but away from hazardous and populated areas. Any deficiencies noted on DD Form 626 must be corrected before the vehicle will be permitted to enter a sensitive area. If deficiencies cannot be corrected and the vehicle does not comply with the requirements of DD Form 626, the vehicle must be unloaded at a location designated by the station commander and the cargo delivered to its destination by station vehicles. A station photographer should be requested and photographs taken of any damaged or unsatisfactory conveyances.

6-2.2.1. Temperature-controlled shipments. Vehicles having temperature control devices shall also be inspected with the criteria set forth in [paragraph 4-3.2.1](#).

6-2.3. PLACARDS. Vehicle placarding shall be in accordance with [paragraph 4-7](#). Discrepancies in placarding shall be reported by the shipping inspector on DD Form 361, Transportation Discrepancy Report (refer to [paragraph 3-6.1](#)).

6-2.4. SEALS. Motor vehicles containing AA&E or classified material shall be inspected for the presence of door seals or wire security devices, as described in [paragraph 4-8](#). Seal notices and seal tags are required only for exclusive use shipments, described in [paragraph 3-4.5](#). Each seal must be physically inspected to ensure that it has not been tampered with, replaced, or broken. Seal numbers shall agree with those shown on the BL. If seals have been broken, lost, or replaced en route, the carrier is required to furnish a satisfactory explanation with proper documentation of the circumstances requiring action. The shipping inspector shall report to the Transportation Officer (TO) any broken, altered, or missing seals noted in the inspection. Motor vehicles with broken seals and/or wire security devices shall be inspected with caution, as tampering, sabotage or theft could have occurred.

6-2.5. TAMPERING, SABOTAGE, OR THEFT. Upon entering a naval installation, all motor vehicles containing AA&E shall be inspected for evidence of tampering, sabotage or theft. This inspection shall include the following:

- a. Examination of the topside, outside, underside and inside of each motor vehicle for unusual or foreign objects that may have been attached to or hidden within the motor vehicle.
- b. Broken or missing seals or wire security devices.
- c. Attempts to pry open doors.
- d. Attempts to sabotage any part of the vehicle.

When motor vehicles are suspect, the vehicle shall be removed to an isolated, approved location pending complete inspection of both the vehicle and the load.

6-2.6. MOTOR VEHICLE UNLOADING. Prior to unloading, the shipping inspector shall inspect the blocking and bracing of the load for the following conditions:

- a. Blocking, bracing and tiedowns that show apparent damage or movement of material. If required, refer to the MIL-STD (WR) or approved NAVSEA drawing for the shipment.
- b. The load has not shifted or been damaged; and, the dunnage structures are in place and intact.
- c. Containers, packages, or unit loads are free from visible external damage.

6-2.6.1. Inspection of Cargo. Noncompatible materials shall not have been shipped together (see [table 4-1](#)). If both hazardous and non-hazardous materials are contained in the cargo, the shipping papers shall be properly annotated and the hazardous cargo should be in a position to be offloaded first. If the hazardous cargo is loaded forward of inert materials, a placard should be visible inside the van door that states “Hazardous Material Forward” (see [paragraph 4-5.9](#)). All containers shall be properly marked and labeled. The cargo space shall not show any signs of previous contamination.

6-2.6.2. Discrepancies. Discrepancies in shipment such as sabotage, theft, damage to AA&E, damage to dunnage structures, improper loading, labeling, or improper blocking and bracing, etc. shall be reported by the shipping inspector using DD Form 361 described in [paragraph 3-6.1](#). Discrepancies in packaging, marking or preservation shall be reported using SF 364, ([figure 3-20](#)). A station photographer shall be requested and photographs taken of the discrepancies. These photographs shall be submitted with the discrepancy reports. The shipping inspector should coordinate the DD Form 361 and SF 364 discrepancies with the activity TO. After the inspection criteria of DD Form 626 and [appendix A](#) have been satisfied, the shipping inspector may release the motor vehicle for unloading.

6-2.7. INSPECTION OF LESS-THAN-TRUCKLOAD (LTL) SHIPMENTS. LTL shipments of ammunition, explosives and related hazardous materials (A&E) shall be inspected for compatibility with other material on the vehicle. Inspection guidelines for LTL shipments are set forth in this manual, [DTR 4500.9-R](#), and [49 CFR](#) which may be obtained from the TO. Refer to MIL-STD-1320 series for specific items on LTL shipments as required.

6-3. DELIVERING THE LOAD.

A shipment of AA&E and applicable shipping documents shall be delivered only to authorized personnel. The driver shall obtain a receipt, i.e. a signed copy of the shipping document or other similar document for the material being delivered. Upon return to the home activity, the receipt shall be given to the proper authority.

6-3.1. SHIPPING OR RECEIVING SHEDS AND TRANSFER DEPOTS. The combined Net Explosive Weight (NEW) of A&E in trucks at a transfer depot or shipping and receiving shed at one time, shall not be greater than that specified by the site approval.

6-3.2. TIME LIMITS. Vehicles loaded with AA&E shall not be held longer than is necessary to unload the cargo. Vehicles shall not be used for temporary storage. Refer to [NAVSEA SW020-AG-SAF-010](#). If the driver arrives at the destination after working hours and is unable to have the vehicle unloaded

immediately, the local authorities shall direct the driver to an authorized parking area as required by local regulations. If the shipment cannot be unloaded within 48 hours after arrival at destination, the driver shall immediately contact the home activity for instructions.

6-3.3. DOCKS, PIERS AND WHARVES. Explosives drivers of vehicles to be unloaded on docks, piers or wharves shall observe the following instructions:

- a. Vehicles loaded with explosives shall not be moved onto the dock, pier or wharf until immediately before work is started for the day.
- b. Park the vehicle facing an exit with the ignition keys in place.
- c. Turn off the engine and remain with the vehicle.
- d. Obey smoking regulations and warn others of the dangers of the cargo.
- e. Proceed to the unloading location when directed and carry out all orders of the person in charge of unloading operations.
- f. Remove the vehicle from the dock, pier or wharf immediately following completion of unloading operations.

6-4. DRIVER'S RESPONSIBILITY DURING UNLOADING.

The driver shall ensure that:

- a. The vehicle is correctly positioned in the unloading area.
- b. The engine is shut off; never unload with the engine running.

WARNING

One person shall remain in the cab of a diesel powered vehicle. The transmission shall be left in neutral and the parking brake applied. There is a possibility that a warm engine could self-start if the vehicle should roll.

- c. The motor vehicle is put in the parking gear, and the parking brake is securely set.
- d. The driver shall ensure that the wheels of the vehicle are properly chocked to prevent movement. A stand-alone trailer must always be chocked and have the mechanical brakes set. Approved chocks may be procured through commercial sources provided they meet the requirements of the Society of Automotive Engineers (SAE J 348), or they may be locally fabricated in accordance with [NAVSEA Drawing 2642779](#). Refer to [paragraph 4-5.4.1](#) for guidance on when wheel chocks may be omitted.
- e. Extreme caution is taken to keep any persons in the vicinity from smoking, lighting matches carrying any flame or lighted cigar, pipe or cigarette. These actions are prohibited.

- f. Only nonferrous (non-sparking) metal tools are used.
- g. The interior of the cargo space is free from any inwardly projecting parts such as protruding bolts, screws, or nails.
- h. The floor of the motor vehicle is tight, and is lined with either nonmetallic material or nonferrous metals when required in accordance with the criteria set forth in [paragraph 4-3.1\(f\)](#).
- i. Drivers of trucks will not back up before first checking for clearance and giving warning. If rear visibility is blocked by cargo, or is otherwise limited, guides will be used if available. Guides must be in view of the driver at all times. If guides are not available, the driver will dismount and check clearance before backing.

6-5. INSPECTION OF EMPTY MOTOR VEHICLES.

Before releasing an empty motor vehicle to a carrier, the shipping inspector shall inspect the following:

6-5.1. CARGO SPACE. The cargo space of the motor vehicle shall be free of all explosives and flammables. Dunnage, strapping and debris shall be removed and the cargo space swept clean. If the cargo caused any contamination to the motor vehicle floor or walls, the shipping inspector shall notify the supervisor for corrective action.

6-5.2. PLACARDS. Vehicle placards shall be removed or covered when the motor vehicle no longer contains the article for which the placard is required. This requirement does not apply to a tank motor vehicle that is exclusively used to transport the article for which it is placarded.

6-5.3. SEALS OR SEAL NOTICES. The shipping inspector shall verify that all door seals, seal notices, and seal tags have been removed from the carrier's equipment before it is released to the carrier. See [paragraphs 4-8.1](#) and [6-2.4](#) for further guidance.

6-5.4. CONTAMINATION. A motor vehicle that has been used to transport material marked as or known to be Poison 6.1 must be inspected for possible contamination before release. The inspector shall ensure the motor vehicle is free of explosives, flammables, dunnage, strapping and any other debris, and that the cargo space has been swept clean. A motor vehicle that has been contaminated shall not be returned to service until the contamination has been removed. Spilled material and contaminated dunnage, flooring, etc., must be managed and disposed of in accordance with federal, state and local requirements for solid and hazardous waste. The shipping inspector shall notify the TO for corrective action.

6-5.5. RELEASE OF EMPTY MOTOR VEHICLE. After the requirements specified in [paragraphs 6-5.1](#) through [6-5.4](#) have been met, the shipping inspector may release the empty motor vehicle to the carrier.

6-6. EMPTY CONTAINER CERTIFICATION.

Empty ordnance containers require inspection and must meet the requirements of NAVSUP P-805. Upon receipt, all empty containers, regardless of their origin, must be inspected for markings and seals certifying their empty condition. In addition, containers must have accompanying Material Documented as Safe (MDAS) certification documentation. Containers which do not meet both of these requirements must be opened, inspected, and marked and sealed to certify their empty condition unless specifically excepted as described in [NAVSEA OP 5 Volume 1](#). During this inspection, the containers must be certified as MDAS in accordance with [NAVSEA OP 5 Volume 1](#) and managed accordingly. At the time of release, shipment or issue, an inspection must be performed to assure that empty container and MDAS certification remains valid. An Explosive Event Report (EER) shall be used in accordance with [OPNAVINST 5102.1/MCO 5102.1 \(series\)](#) to report a container received as EMPTY by an activity, but found to contain live ammunition or explosives during inspection. Refer to [NAVSEA OP 5 Volume 1](#) for further guidance on certification and for the criteria pertaining to exceptions to the requirements for inspection and empty container identification.

6-6.1. MARKING AND SEALING EMPTY CONTAINERS. Empty hazardous materials containers must be marked as empty, sealed with traceable seals, and have a properly certified material condition tag or label attached, annotating EMPTY. To comply with MIL-STD-129 (series), all contents markings indicating the presence of hazardous materials such as loading dates, lot numbers, serial numbers, maintenance due dates (MDD), and Department of Transportation (DOT) markings/labels, etc. must be removed/obliterated.

NOTE

Serviceable, emptied containers are intended for re-use. To prevent increased maintenance costs, stenciling shall be accomplished neatly and in a reasonable size. Avoid stenciling or marking over permanent markings. Also, take care to ensure permanent markings are not removed/obliterated.

Empty markings must be applied by any one of the following methods:

- a. Stencil EMPTY in approximately 1-inch high letters on both ends and both sides of the container.
- b. Apply an EMPTY label on both ends and both sides of the container. Adhesive-backed EMPTY labels may be locally procured or manufactured. The label shall have 1-inch high black lettering on a white vinyl background. The recommended label dimension is 6x6 inches for purposes of visibility. However, variations in label dimensions are permitted to support use of standard size label materials with commercial label printers and for containers which are too small for 6x6 inch labels.
- c. Annotate EMPTY on the container as required in the container-specific section of NAVSUP P-805.
- d. For localized control in addition to the markings required in sub-paragraphs a, b, and c above, fluorescent red tape may be used to indicate an empty weapon container. A durable, colorfast material

such as Scotchguard Herculite is suited for such application. This method involves positioning a ribbon across the center of an open container with approximately twelve inches extending past each side when the lid is replaced. See [figure 6-1](#) for an example of how the red ribbon may be used. Any container which is not marked EMPTY as described above, or which does not display a red ribbon, would be treated as containing a weapon. Use of red ribbons is intended for localized control only and shall be in conjunction with one of the marking methods described in a, b, and c above prior to shipment.

e. Marine Corps activities issuing excess empty containers to Defense Logistics Agency (DLA) Disposition Services for disposal must comply with the certification and preparation requirements of [MCO P8020.10 \(series\)](#).

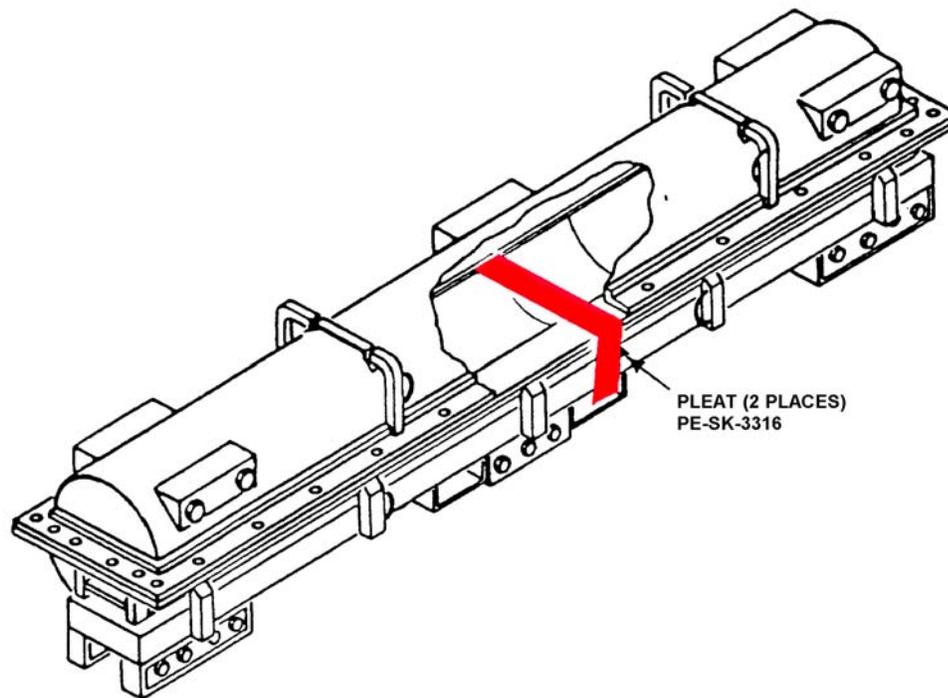


FIGURE 6-1. Use of Red Ribbon to Indicate an Empty Container

6-7. INSPECTION OF COMMERCIAL MOTOR VEHICLES GRANTED SECURE HOLD.

When approval is granted by the commanding officer/officer in charge to temporarily stow a motor vehicle containing AA&E during working hours, a complete inspection shall be made to prevent entry of unauthorized shipments or possible sabotage to the activity. Vehicles granted secure hold after normal working hours or on holidays must be inspected on the first working day following their arrival. Shipping documents shall be thoroughly examined.

6-8. EXEMPTION OF CLASSIFIED SHIPMENTS FROM CARRIER INSPECTION.

DOT Special Permit 868 (DOT-SP-868) exempts the military departments from carrier inspection of certain Class/Division 1.1 through 1.3 shipments subject to specific security considerations. The latest copy of DOT-SP-868 can be accessed through [NAVSEA SW020-AG-SAF-010](#). Further, this exemption eliminates carrier or BOE inspection of the method of manufacture, packing and storage, or lading and staying. DOT-SP-868 also establishes procedures to be followed if security seals must be broken. Included in the special permit is a statement of the responsibility assumed by the military department when it makes a shipment under this special permit. When a shipment is being made under DOT-SP-868, the shipping activity shall apply seal tags as instructed in [paragraph 3-4.5](#).

CHAPTER 7

MILVAN CONTAINER INSPECTION

SECTION I - SHIPPING ACTIVITY MILVAN INSPECTION

7-1. INTRODUCTION.

This chapter contains the general requirements for inspection of military van (MILVAN) containers to be used for transporting arms, ammunition, explosives and related hazardous materials (AA&E). All inspectors of MILVAN containers shall be certified in accordance with the criteria of [DOD 4500.9-R](#) (successful completion of AMMO-43 course via classroom or computer based training). Refer to [MIL-STD-1386](#) (Navy) for detailed load inspection requirements.

7-2. INSPECTION OF EMPTY INCOMING MILVAN CONTAINER.

7-2.1. PRE-LOADING INSPECTION. Prior to loading, MILVAN containers shall be swept clean, protruding nails removed; and, the shipping inspector shall perform the following:

- a. Inspect doors and door weather seals for damage or distortion. Doors shall also be checked for loose, worn, or damaged hinges, latches, levers, bolts, nuts and pins. A document holder shall be present.
- b. Inspect the roof, sides, ends and doors for holes, tears, rusted spots and punctures.
- c. Ensure that the floor and walls are free from contamination, oil or grease spots, or any other stain or residue which might create a hazard when loaded.
- d. Inspect all fastenings (rivets, bolts, welds) to ensure strength is not compromised.
- e. Inspect squareness of container and undamaged corner fittings.
- f. Inspect the general condition of any mechanical bracing systems. Ensure that all 25 crossmembers are present. Inspect belt rails for firm attachment (welds) to the sidewall and any condition that would prevent proper attachment of crossmembers. Examine crossmembers for distortion and condition of end fittings that would prevent proper engagement in the belt rails. Check structural rail members for deformation or otherwise unserviceable conditions.
- g. Inspect painted surfaces for deterioration from damage and exposure.
- h. Inspect the floor to ensure that it is tight and free of holes and that the floorboards and threshold plate are not warped or in a damaged condition.

i. Inspect the top, bottom, and all sides of the container for evidence of sabotage and for external damage.

j. All previous seals, seal notices, labels, placards, etc. have been completely removed (refer to [paragraph 7-10](#)).

7-2.2. DEFICIENCIES. If the inspection reveals any deficiency noted in [paragraph 7-2.1](#), the MILVAN container shall be rejected. If the discrepancies are minor and can be repaired, the repaired MILVAN container shall then be reinspected to ensure the cause of rejection was eliminated.

7-3. INSPECTION OF LOADED MILVAN CONTAINER.

7-3.1. GENERAL. The MILVAN container shall be loaded in accordance with the requirements of [MIL-STD-1386](#) and [paragraph 4-5.4.1](#) of this manual. Inspections of MILVAN's will be conducted in accordance with the provisions of [MIL-HDBK-138](#) (current revision), "Guide to Container Inspection for Commercial and Military Intermodal Containers." Load inspection shall be performed as each container is put in place and dunnaged. Ensure that the cargo is properly positioned against the end and side walls and that dunnage fills all empty spaces within one inch both longitudinally and laterally. Inspection shall determine if the cargo is properly packaged, marked, loaded, and secured in accordance with the applicable MIL-STD slash sheet or approved NAVSEA drawing. Loaded MILVAN containers will also be inspected at each intermediate point in accordance with the requirements of this manual.

7-3.2. MIXED LOAD COMPATIBILITY. The shipping inspector shall ensure that the types of ammunition, explosives and related hazardous materials (A&E) loaded in the MILVAN container are compatible as discussed and shown in the compatibility chart in [table 4-1](#).

7-3.3. LOADS CONSISTING OF HAZARDOUS AND NON-HAZARDOUS MATERIALS. If the load consists of hazardous and non-hazardous materials, the shipping inspector should ensure that the hazardous materials are loaded last so that they may be unloaded first. If hazardous materials must be loaded forward of non-hazardous materials for operational necessity, a placard shall be placed on the inside of the MILVAN container which states "Hazardous Material Forward."

7-3.4. BLOCKING AND BRACING. The shipping inspector will ensure that the load is blocked and braced in accordance with the requirements of [MIL-STD-1386](#).

7-4. MILVAN INSPECTION PRIOR TO RELEASE.

Prior to release of the MILVAN container to a carrier, the shipping inspector must ensure the following:

a. The cargo is secure and labeled, as required, and there are no signs of spillage or leaking A&E.

b. Shipping documents are attached to dunnage or some other conspicuous place before doors are closed.

- c. There are no damaged hinges or latches.
- d. The doors close, seal and lock properly.
- e. There are no signs of external damage.
- f. The specified weight restrictions and load limitations based on intended mode of transportation are not exceeded.
- g. If shipment is to be by motor vehicle, the proper instructions are supplied to the driver.

7-5. INSPECTION OF SEALED MILVAN CONTAINER.

7-5.1. **GENERAL.** When a shipment of AA&E is moved from a shipping activity to a receiving activity without being opened, the container must be sealed. This requirement applies to all classified shipments, shipments of Class/Division 1.1 through 1.4 A&E, and less-than-container shipments when exclusive use of the vehicle is authorized. The shipping inspector shall ensure that the seal and wire security device are in accordance with [paragraphs 7-5.2](#) and [7-5.3](#).

7-5.2. **SECURITY SEALS.** A U.S. numbered (serialized) security seal shall be attached to the doors and the seal number shall be shown on the BL. Refer to [paragraph 4-8](#) and [figure 4-4](#) for guidance on MILVAN/ISO containers configured with a customs catch plate door design. Seal notices and seal tags are required only on exclusive use shipments, in accordance with [paragraph 3-4.5](#).

7-5.3. **WIRE SECURITY DEVICE.** Shipments of classified sensitive materials shall be secured by a wire security device as described in [paragraph 4-8.2](#) and shown in [figure 4-6](#).

7-6. PLACARDS.

Appropriate placards shall be attached to outside of the MILVAN container for the intended mode of transportation. Refer to [paragraph 4-7](#) for placarding requirements.

7-7. MILVAN SIGNATURE.

After all requirements of [paragraphs 7-3](#) through [7-6](#) are met, the shipping inspector shall sign the proper inspection form and release the MILVAN container to the carrier.

SECTION II - RECEIVING ACTIVITY MILVAN CONTAINER INSPECTION

7-8. INTRODUCTION.

When loaded MILVAN containers are received for transshipment, the carrying conveyance shall be inspected in accordance with the requirements of this manual and MIL-HDBK-138 (current revision), including an inspection for the proper loading of the MILVAN on the transport conveyance. The MILVAN shall then be inspected externally in accordance with the requirements of [paragraphs 7-9.1 through 7-9.4](#). If there is any evidence of the container having been opened, the load inspection cited in [paragraph 7-9.4](#) shall be performed. When loaded MILVAN containers arrive at a receiving activity for unloading, the inspections cited in [paragraphs 7-9.1 through 7-9.4](#) shall be performed before start of unloading operations.

7-9. INSPECTION OF LOADED INCOMING MILVAN CONTAINER.

7-9.1. **WEIGHT AND CONDITION.** Loaded MILVAN containers shall be weighed to ensure accurate weight for ship stowage. An incoming motor vehicle with one loaded MILVAN container and the same empty outgoing motor vehicle shall be weighed. The difference will be the weight of the MILVAN container, including contents, which must be annotated on the cargo manifest, DD Form 1385-1. If two MILVANs are on a motor vehicle, then each must be weighed separately.

7-9.2. **PLACARDS.** The shipping inspector will ensure that appropriate placards are attached to the MILVAN container. Refer to [paragraph 4-7](#) for placarding requirements.

7-9.3. **TAMPERING, SABOTAGE OR THEFT.** Inspect the doors to ensure all required seals and securing devices are present and intact. If seals and securing devices are missing or have been tampered with, contact the Security Office and request photographs be taken.

7-9.4. **LOAD INSPECTION.** Load inspection will not be performed for MILVAN containers in transshipment unless evidence of tampering, sabotage or theft is found. Inspection of a loaded MILVAN container will be performed per the requirements of [MIL-STD-1386](#).

7-10. INSPECTION OF EMPTY CONTAINERS.

Empty MILVAN containers may be released to the supplier after the inspection criteria of [paragraph 7-2](#) through [7-2.2](#) has been satisfied. Removal of seals, seal notices, placards, decontamination (if needed), and securing of the doors are required before release.

NOTE

Obliteration of placards or labels (i.e. with paint) is not permissible. All placards and labels must be completely removed from all empty and non-hazardous cargo containers prior to shipment.

CHAPTER 8

FIRE REGULATIONS

8-1. INTRODUCTION.

The danger of fire is inherent in every motor vehicle loaded with ammunition, explosives and related hazardous materials (A&E). This chapter provides instructions for explosives drivers regarding preparation for potential fire, preventive measures, passing fires along the highway, firefighting equipment, and firefighting procedures. Explosives drivers are required to read and understand the following information.

8-2. PREPARATION.

Explosives drivers shall be provided with emergency response/firefighting information (i.e. safe operating distances for firefighters, safe evacuation distances, etc.) appropriate to the specific loads they are transporting. This information is annotated on bill of lading, or on the DD Form 2890 (figure 3-13) for military or government drivers transporting A&E within CONUS. The North American Emergency Response Guidebook (ERG) guidesheet applicable to the A&E being transported must be attached to the DD Form 2890. Explosives drivers shall read, sign and carry these instructions with them at all times from point of origin to destination. Additionally, drivers shall know the content of the load, be aware of the hazards, and have knowledge of the following:

- a. Type of cargo, number of packages, total weight.
- b. Hazard Class and Division, Compatibility Group, UN Number, Proper Shipping Name, and Net Explosive Weight (NEW).
- c. Required placards.
- d. Safe driving regulations, i.e. safe following distances, restriction against use of flame-producing devices and smoking, proper refueling practices, parking regulations, etc.
- e. Warning instructions.
- f. Emergency response telephone numbers.

8-3. FIRE PREVENTION.

Explosives drivers shall exert every effort to prevent fires in vehicles transporting A&E. Therefore, drivers shall adhere to all rules and regulations concerning the following:

- a. Use of plastic bedliners. (See “WARNING” after [paragraph 4-2.](#))
- b. Convoy distances. (See [paragraph 5-2.9.3.](#))
- c. Flame-producing devices. (See [paragraph 5-4.1.](#))
- d. Refueling. (See [paragraph 5-12.](#))
- e. Safe driving. (See [paragraphs 5-2.6](#) and [8-4.](#))
- f. Smoking. (See [paragraph 5-4.2.](#))
- g. Vehicle inspection. (See [paragraph 4-4.](#))
- h. Parking. (See [paragraphs 5-13](#) and [8-4.](#))

8-4. PASSING FIRES ALONG THE HIGHWAY.

Motor vehicles transporting arms, ammunition, explosives and related hazardous materials (AA&E) shall not be driven past fires of any kind burning on or near the highway until the driver has determined that the passing can be made safely and without stopping (300 feet or more). A motor vehicle containing AA&E must not be parked within 300 feet of an open fire.

8-5. FIRE EXTINGUISHERS.

8-5.1. SPECIFICATIONS.

a. Each motor vehicle loaded with ammunition, explosives and related hazardous material shall be equipped with one fully charged [Underwriters’ Laboratory \(UL\)](#) fire extinguisher with a rating of 10-B:C or greater capacity, securely mounted and readily accessible. The extinguisher shall use a non-freezing extinguishing agent 10-pound dry chemical or other non-toxic vapor type with equivalent extinguishing capacity.

b. When all stock of extinguishers filled with carbon dioxide (CO₂) are exhausted, use of a Purple-K (PKP), dry chemical extinguisher is required. The PKP dry chemical extinguisher is stocked under NSN 9C 4210-00-808-4544. Halon 1211 portable fire extinguisher shall not be used.

8-5.2. USE. Drivers shall be instructed as to the care, inspection and use of installed portable dry chemical fire extinguishers. National Fire Protection Association (NFPA) 10 provides instructions on the care and use of portable fire extinguishers; NFPA 17 provides instructions on dry chemical extinguishing systems. Maintenance and inspection of portable fire extinguishers shall be coordinated through individual activity fire departments.

NOTE

The guidelines outlined above follow those presented in [49 CFR 393.95](#), which require one fire extinguisher per vehicle transporting AA&E. It is the policy of the [Department of the Navy \(DON\)](#) to follow these guidelines for all DON shipments of AA&E.

8-6. FIREFIGHTING PROCEDURES.

Should a fire occur on a vehicle carrying AA&E, the driver shall park the vehicle as far from the highway and as far removed from a congested area as possible. [Figures 8-1](#) and [8-2](#) provide a summary of DD Form 2890 emergency response information for Class/Division 1.1 through 1.6 A&E. The following firefighting procedures shall be strictly followed.

8-6.1. VEHICLE FIRES. If any part of the vehicle (other than the actual cargo) catches fire, the driver shall use the hand extinguisher immediately and attempt to extinguish the fire. The driver shall make every effort to prevent the fire from reaching the cargo.

WARNING

Do not attempt to fight any fire that has reached the cargo area.

8-6.2. CARGO FIRES. If the cargo does catch fire (or if fire in any part of the vehicle cannot be controlled with the equipment on hand); the driver shall not attempt to fight the fire. The driver shall withdraw from the area, and take the following action in accordance with the emergency response procedures outlined on the shipping papers.

a. Call the emergency response telephone number on the shipping papers first. Notify police and fire departments. Upon their arrival, furnish the specific emergency response instructions provided on the shipping papers, or on the DD Form 2890.

b. Warn the public and evacuate any persons from the area in accordance with the approach distances specified on the shipping papers.

POTENTIAL HAZARDS

FIRE OR EXPLOSION:

--MAY EXPLODE AND THROW FRAGMENTS 1 MILE OR MORE IF FIRE REACHES CARGO.

HEALTH HAZARDS:

--Fire may produce irritating, corrosive and/or toxic gases.

PUBLIC SAFETY

--CALL EMERGENCY RESPONSE TELEPHONE NUMBER ON SHIPPING PAPER FIRST. IF SHIPPING PAPER IS NOT AVAILABLE OR THERE IS NO ANSWER; CALL U.S. ARMY OPERATIONS CENTER AT (703) 697-0218 (for explosives ammunition incidents) OR DEFENSE LOGISTICS AGENCY AT (800)851-8061 (for all other dangerous good incidents).

--Isolate spill or leak area immediately for at least 1/3 mile in all directions.

--Move people out of line of sight of the scene and away from windows.

--Keep unauthorized personnel away.

--Stay upwind.

--Ventilate closed spaces before entering.

PROTECTIVE CLOTHING:

--Wear positive pressure self-contained breathing apparatus (SCBA).

--Structural firefighters' protective clothing will only provide limited protection.

EVACUATION:

--Large Spill - Consider initial evacuation for 1/2 mile in all directions.

--Fire - If rail car or trailer is involved in a fire, isolate for 1 mile in all directions. Also, initiate evacuation emergency responders for 1 mile in all directions.

FIRES:

--**CARGO FIRES: DO NOT FIGHT FIRE WHEN IT REACHES CARGO! CARGO MAY EXPLODE!** Stop all traffic and clear the area for at least 1 mile in all directions and let fire burn. Do not move cargo or vehicle if cargo has been exposed to heat.

--**TIRE OR VEHICLE FIRES: USE PLENTY OF WATER -- FLOOD IT! IF WATER IS NOT AVAILABLE, USE CO₂ DRY CHEMICAL, OR DIRT.** If possible, and WITHOUT RISK, use unmanned hose holders or monitor nozzles from maximum distance to prevent fire from spreading to cargo area. Pay special attention to tire fires, as re-ignition may occur. Stand by with extinguisher ready.

SPILL OR LEAK:

--Eliminate all ignition sources (no smoking, flares, sparks or flames in immediate area).

--All equipment used when handling the product must be grounded.

--Do not touch or walk through spilled material.

--**DO NOT OPERATE RADIO TRANSMITTERS WITHIN 330 FEET OF ELECTRIC DETONATORS.**

--**DO NOT CLEAN UP OR DISPOSE OF, EXCEPT UNDER SUPERVISION OF A SPECIALIST.**

FIRST AID:

--Move victim to fresh air.

--Call 911 or emergency medical service.

--Give artificial respiration if victim is not breathing.

--Administer oxygen if breathing is difficult.

--Remove and isolate contaminated clothing and shoes.

--In case of contact with substance, immediately flush skin or eyes with running water for at least 20 minutes.

--Ensure that medical personnel are aware of the material(s) involved, and take precautions to protect themselves.

FIGURE 8-1. Summary of Emergency Response Information, Class/Division 1.1, 1.2, 1.3, 1.5 or 1.6 Explosives

POTENTIAL HAZARDS

FIRE OR EXPLOSION:

--MAY EXPLODE AND THROW FRAGMENTS 1/3 MILE OR MORE IF FIRE REACHES CARGO.

HEALTH HAZARDS:

--Fire may produce irritating, corrosive and/or toxic gases.

PUBLIC SAFETY

--CALL EMERGENCY RESPONSE TELEPHONE NUMBER ON SHIPPING PAPER FIRST. IF SHIPPING PAPER IS NOT AVAILABLE OR THERE IS NO ANSWER; CALL U.S. ARMY OPERATIONS CENTER AT (703) 697-0218 (for explosives ammunition incidents) OR DEFENSE LOGISTICS AGENCY AT (800) 851-8061 (for all other dangerous goods incidents).

--Isolate spill or leak area immediately for at least 330 feet in all directions.

--Move people out of line of sight of the scene and away from windows.

--Keep unauthorized personnel away.

--Stay upwind.

--Ventilate closed spaces before entering.

PROTECTIVE CLOTHING:

--Wear positive pressure self-contained breathing apparatus (SCBA).

--Structural firefighters' protective clothing will only provide limited protection.

EVACUATION:

--Large Spill -- Consider initial evacuation for 800 feet in all directions.

--Fire -- If rail car or trailer is involved in a fire, isolate for 1/3 mile in all directions. Also, initiate evacuation including emergency responders for 1/3 mile in all directions.

FIRES:

--CARGO FIRES: DO NOT FIGHT FIRE WHEN IT REACHES CARGO! CARGO MAY EXPLODE! Stop all traffic and clear the area for at least 1/3 mile in all directions and let fire burn. Do not move cargo or vehicle if cargo has been exposed to heat.

--TIRE OR VEHICLE FIRES: USE PLENTY OF WATER -- FLOOD IT! IF WATER IS NOT AVAILABLE, USE CO₂ DRY CHEMICAL, OR DIRT. If possible, and WITHOUT RISK, use unmanned hose holders or monitor nozzles from maximum distance to prevent fire from spreading to cargo area. Pay special attention to tire fires, as re-ignition may occur. Stand by with extinguisher ready.

SPILL OR LEAK:

--Eliminate all ignition sources (no smoking, flares, sparks or flames in immediate area).

--All equipment used when handling the product must be grounded.

--Do not touch or walk through spilled material.

--DO NOT OPERATE RADIO TRANSMITTERS WITHIN 330 FEET OF ELECTRIC DETONATORS.

--DO NOT CLEAN UP OR DISPOSE OF, EXCEPT UNDER SUPERVISION OF A SPECIALIST.

FIRST AID:

--Move victim to fresh air.

--Call 911 or emergency medical service.

--Give artificial respiration if victim is not breathing.

--Administer oxygen if breathing is difficult.

--Remove and isolate contaminated clothing and shoes.

--In case of contact with substance, immediately flush skin or eyes with running water for at least 20 minutes.

--Ensure that medical personnel are aware of the material(s) involved, and take precautions to protect themselves.

SUPPLEMENTAL INFORMATION:

--Packages bearing the 1.4S label or packages containing material classified as 1.4S are designed or packaged in such a manner that when involved in a fire, may burn vigorously with localized detonations and projections of fragments.

--Effects are usually confined to immediate vicinity of packages.

--If fire threatens cargo area containing packages bearing the 1.4S label or packages containing material classified as 1.4S, consider isolating at least 50 feet in all directions.

--Fight fire with normal precautions from a reasonable distance.

FIGURE 8-2. Summary of Emergency Response Information, Class/Division 1.4 Explosives

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APPENDIX A

CRITERIA FOR INSPECTION OF MOTOR VEHICLES

DETAILED INSTRUCTIONS FOR COMPLETING DD FORM 626

A-1. INTRODUCTION.

All spaces on DD Form 626 shall be filled in or checked as applicable. The following instructions include the [DOT](#) and Motor Carrier Safety Regulations (MCSR) requirements and shall be observed in completing DD Form 626 at origin and destination. These instructions are more detailed than DD Form 626 and are meant to clarify requirements. The item numbers correspond to the numbered items on the DD Form 626. All numbered items shall be checked as satisfactory or unsatisfactory. The unsatisfactory conditions shall be explained in the "Remarks" column. Shipping inspectors must exercise sound judgement in determining satisfactory working conditions of parts for which no specific standard of operation can be established. For example, check the sliding tandem (axle) on motor vehicle trailers for misalignment and position. Look for damaged, worn, or missing parts. Check to ensure the teeth of the locking mechanism mesh with those of the rail secured to the frame. Ensure that the handle is in the locked position and secured.

SECTION I - DOCUMENTATION

1. Bill of Lading/Transportation Control No. Insert Bill of Lading number.
2. Carrier/Government Organization. Give the full name of the trucking company or government organization. Do not use abbreviations or nicknames.
3. Date/Time of Inspection. Provide the date and exact time (a.m./p.m.) of the inspection.
4. Location of Inspection. Provide the exact location of inspection (name of activity/installation and geographic location).
5. Operator(s) Name(s). Enter the name(s) of the driver(s) of the vehicle presented for inspection. (Commercial and off-station drivers must be 21 years of age or older.)
6. Operator(s) License Number(s). The driver must have a valid state driver's license with CDL endorsement for hazardous materials. (This requirement is permanently waived for those personnel stationed outside the 50 states who are otherwise eligible to obtain an explosives driver's permit.) Military drivers are exempt from CDL requirements. Navy and Marine Corps drivers also must have a U. S. Government Motor Vehicle Operator's Identification, Optional Form 346, on which it states "Explosives Driver (must hold a current medical certificate)."
7. Medical Examiner's Certificate. Enter the expiration date from certificate. Ensure expiration date meets the periodicity requirements of [paragraph 2-2.2](#). An explosives driver is not physically qualified to drive a motor vehicle if he/she:

a. Has loss of a foot, leg, hand, arm or an eye, unless the driver has been granted a skill performance evaluation certificate as described in [49 CFR 391.49](#).

b. Is not wearing glasses or corrective lenses when so indicated on their Medical Examiner's Certificate.

c. Is not wearing a hearing aid when so indicated on the Medical Examiner's Certificate. The driver should also have a spare power source available for use in the hearing aid.

(1) The Medical Examiner's Certificate shall be similar in appearance to the one shown in [figure 3-2](#).

8a. Military HAZMAT Certification. APPLIES TO MILITARY OPERATORS ONLY. Military Hazardous Materials Certification. In accordance with applicable service regulations, ensure operator has been certified to transport hazardous materials.

8b. Valid Lease. Shipper will ensure a copy of the appropriate contract or lease is carried in all leased vehicles and is available for inspection. The lease must be valid, in writing, signed by the contracting parties and must not permit cancellation by either party on less than 30 days notice. The contract must provide for exclusive possession, control and use of equipment and for the complete assumption of liability by the lessee. If the lease could expire before the carrier will be able to make the delivery, the shipment shall not be tendered to that carrier.

8c. Route Plan. Prior to loading any Class/Division 1.1 through 1.3 ammunition, explosives and related hazardous materials (A&E) for shipment, ensure that the operator possesses a written route plan as described in [49 CFR 397](#). Route plan requirements for Hazard Class 7 (radioactive) materials are found in [49 CFR 397.101](#).

8d. Emergency Response Guidebook (ERG) or Equivalent. Commercial operators must be in possession of an ERG or equivalent document. If a military vehicle is going off-base, military operators shall have the ERG in their possession. An equivalent would be the applicable pages from the ERG, which will be provided by the shipper to military.

8e. Driver's Vehicle Inspection Report. Review the operator's Vehicle Inspection Report. Ensure that there are no defects listed on the report that would affect the safe operation of the vehicle.

8f. Copy of 49 CFR 397. Operators are required by regulation to have in their possession a copy of 49 CFR 397 (Hazardous Materials Driving and Parking Rules). If military operators do not possess this document, shipper may provide a copy to the operator. This document is available in [appendix C](#) of this manual.

9. Commercial Vehicle Safety Alliance (CVSA) Decal Displayed on Commercial Equipment. The Commercial Vehicle Safety Alliance (CVSA) Decal is an annual state inspection sticker. Check to see if commercial equipment has a current CVSA decal and mark the applicable box. These decals are not applicable to government-owned or operated vehicles. Navy and Marine Corps installations are still

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required to perform a detailed inspection using DD Form 626 on commercial vehicles transporting arms, ammunition, explosives and related hazardous materials (AA&E).

SECTION II - MECHANICAL INSPECTION

10. Type of Vehicle(s). Indicate whether conveyance is a truck, dromedary, truck and full trailer, tractor and double trailers, tractor and closed semitrailer, or tractor and flatbed trailer. Truck means any self-propelled motor vehicle, except a truck-tractor. Truck and full trailer denotes a truck and a vehicle, with or without motive power, designated to be drawn by another vehicle. No part of the weight of a full trailer (except the towing device) rests on the towing vehicle. Tractor and closed semi-trailer is a conveyance consisting of a self-propelled motor vehicle (tractor) which draws a van-type vehicle (semitrailer) while supporting a portion of the drawn vehicle's weight and load. Tractor and flatbed trailer is fundamentally the same as tractor and semitrailer except that in this case the trailer is open without sides. Tractor and double trailers is a full trailer attached to a semitrailer powered by a single tractor.

NOTE

Double trailers may be used to transport explosives only if there is complete compliance with Parts 393.70(a) through (c) of the DOT Motor Carrier Safety Regulations and if the conditions noted in [NAVSEA SW020-AG-SAF-010](#) are met.

11. Vehicle Number(s). Indicate truck (tractor) number, e.g. Ris T-704. Enter the number of the ICC permit shown on the side of the tractor (truck).

12. Parts Inspected. The following inspections shall be checked as satisfactory or unsatisfactory. Unsatisfactory conditions shall be explained in the "Remarks" column. Shipping inspectors must exercise sound judgement in estimating satisfactory working conditions of parts for which no specific standard of condition can be established.

Item No.	Inspection Criteria
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12a. Spare Electrical Fuses. Verify that fuses of correct size are installed; and, at least one spare fuse for each kind and type installed is carried in the vehicle. Adequate tools for changing fuses shall be carried. If the vehicle is equipped with a circuit breaker, ensure it is working properly.

12b. Horn Operative. Horn must be securely mounted, operative, and have adequate volume for its purpose. Horn may be operated electrically or by air. Only one horn per vehicle is required. ([49 CFR 393.81](#))

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Item No.	Inspection Criteria
12c.	<p><u>Steering System</u>. The steering wheel shall be secure and must not have any spokes cracked through or missing. The steering column must be securely fastened. Universal joints shall not be worn, faulty or repaired by welding. The steering gear box shall not have loose or missing mounting bolts or cracks in the gear box mounting brackets. The pitman arm on the steering gear output shaft shall not be loose. Steering wheel shall turn freely through the limit of travel in both directions. All components of a power steering system must be in operating condition. No parts shall be loose or broken. Belts shall not be frayed, cracked or slipping. The power steering system shall not be leaking. (49 CFR, Chapter III, Subchapter B, Appendix G)</p>
12d.	<p><u>Windshield/Wipers</u>.</p> <ol style="list-style-type: none"><li data-bbox="237 737 1430 884">(1) Windshield shall be equipped with at least two automatically operating windshield wiper blades, one on each side of the centerline of the windshield and must be in good condition. Be sure windshield is free of cracks, breaks or defects that will make the operation of the vehicle unsafe.<li data-bbox="237 926 1430 1073">(2) Every motor vehicle windshield shall be free of discoloration or other damage in that portion thereof extending upward from the height of the top-most portion of the steering wheel, but not including a 2-inch border at the top and a 1-inch border at each side of the windshield or each panel thereof.<li data-bbox="237 1115 1430 1262">(3) No motor vehicle may be operated with any label, sticker, decal or other vision-reducing matter covering the windshield or windows at either side of the driver's compartment. Decals or stickers required by Federal or State law may be located at the bottom or sides of the windshield, in accordance with the guidelines presented in 49 CFR 393.60.<li data-bbox="237 1304 1430 1402">(4) Trucks or truck-tractors that will operate under frost, ice, or snow conditions must be equipped with an operative automatic defrosting device. (49 CFR 393.60, 393.78 and 393.79)
12e.	<p><u>Mirrors</u>. Every vehicle must be equipped with two rear vision mirrors located so as to reflect to the driver a view of the highway to the rear along both sides of the vehicle. Mirrors shall not be cracked or dirty. (49 CFR 393.80)</p>
12f.	<p><u>Warning Equipment</u>.</p> <ol style="list-style-type: none"><li data-bbox="237 1665 1430 1808">(1) Vehicle must be equipped with three bidirectional emergency reflective triangles that conform with the requirements of Federal Motor Vehicle Safety Standard No. 125. (The signal is marked certifying that it is designed and constructed to comply with these requirements.)

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- (2) Each reflector shall be a collapsible equilateral triangle, with legs not less than 17 inches long and not less than two inches wide. The front and back of the exposed leg surfaces shall be covered with red reflective material not less than one half inch in width. The reflective surface, front and back, shall be approximately parallel. When placed in position, one point of the triangle shall be upward. The area within the sides of the triangle shall be open.
- (3) Each reflector shall be composed of at least two reflecting elements or surfaces on each side, front and back. The reflecting elements, front and back shall be approximately parallel.
- (4) If the reflecting elements are so designed or constructed that the reflecting surfaces would be adversely affected by dust, soot, or other foreign matter or contact with other parts of the reflector or its container, then such reflecting surfaces shall be adequately sealed within the body of the reflector.
- (5) Each set of reflective triangles shall be adequately protected by an enclosure in a box, rack, or other adequate container specially designed and constructed so that the reflectors may be readily extracted for use.
- (6) The preceding reflective devices eliminate the need for both flags and reflectors as the new reflective triangles are used for day or night warning.
- (7) Signals produced by flame are forbidden and shall not be carried on vehicles used to transport explosives. (49 CFR 393.95)

12g. Fire Extinguisher.

- (1) Each motor vehicle used for transporting AA&E on and off station shall be equipped with a single portable fire extinguisher. The portable fire extinguisher will be dry chemical type with a minimum [Underwriters' Laboratory \(UL\)](#) capacity rating of 10-B:C or a multi-purpose dry chemical fire extinguisher with a UL rating of 2 to 5-A/10-B:C. Motor vehicle maintenance personnel should consult with fire department officials and supply personnel to select the type of fire extinguisher best suited to meet local requirements in accordance with the specifications listed above.
- (2) The portable fire extinguisher shall be properly filled, securely bracket mounted, readily accessible, and easily removable for use. Drivers shall be instructed as to the care, inspection and use of installed portable dry chemical fire extinguishers. NFPA 10 provides instructions on the care and use of portable fire extinguishers; NFPA 17 provides instructions on dry chemical extinguishing systems. Maintenance and inspection of portable fire extinguishers shall be coordinated through individual activity fire departments.

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- (3) Activities may continue to use carbon dioxide (CO₂) filled fire extinguishers until local supplies are exhausted. Halon has been found to be an ozone depleting substance, therefore, Halon 1211 portable fire extinguishers shall not be installed on motor vehicles used for transporting A&E.

NOTE

The guidelines outlined above follow those presented in [49 CFR 393.95](#), which require one fire extinguisher per vehicle transporting A&E. It is the policy of the Department of the Navy (DON) to follow these guidelines for all DON shipments of A&E.

12h. Electrical Wiring.

- (1) Wiring must be cleaned and properly secured, and insulation shall not be frayed, missing, loose, dangling, chafing, or otherwise in poor condition. There shall be no uninsulated wires or improper splices in wiring. Connections shall be in accordance with accepted automotive practices. Wiring shall not be located where it can be charred, overheated, or enmeshed in moving parts. Electrical wiring between towing and towed vehicle shall be contained in cable, or cables, or entirely within another substantially constructed device. Such wiring shall provide sufficient slack between the two vehicles to accommodate all normal motions of the towing and towed vehicle without damage. Wiring must be as far from the fuel system as is practical. Unless the wire is metal covered, all holes through which it passes must be either rolled or bushed with rubber or similar material. Wiring shall not be in contact with cargo, even though protected. See [49 CFR 393.28](#). Electrical connections between vehicles shall not be permanently joined; a 5- or 7-way plug is required. Wiring shall be grouped wherever possible and supported where necessary.
- (2) Every storage battery on every vehicle, unless located in the engine compartment, shall be covered by a fixed part of the motor vehicle or protected by a removable cover or enclosure. Removable covers or enclosures shall be substantial and shall be securely latched or fastened. Cell caps must be present and operate properly if battery is not a completely sealed type.
- (3) The use of lights within van trailers hauling Naval ordnance is authorized provided the following conditions are met:
 - (a) Power to the van or dromedary is controlled by a switch within the trailer cab that displays a visual signal when power to the separate lighting circuit is energized.

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- (b) A separate light switch is included in the van or dromedary. The switch must be recessed into the wall paneling of the van. Connections to the switch must be soldered and insulated to prevent potential shorts.
- (c) Wiring to the switch and lights must be contained within the van walls and can only be exposed where the wires leave the walls to connect with lights.
- (d) Discrepancies noted when inspecting the lights within van trailers shall be annotated on DD Form 626 Item No. 12h.

12i. Lights and Reflectors. (Head, tail, turn signal, brake, clearance, marker and identification lights, emergency flashers). All lights and switches must be operative. No light shall have a broken or missing lens, or be obscured by dirt or grease. Turn-signal system on all motor vehicles other than tactical types must have a switch that will cause all four turn signals to flash simultaneously, whether the ignition switch is on or off, as a traffic hazard warning. Tail light and stop light may be combined in the same housing if requirements for each are met. Side and front clearance lights and rear and side clearance lights may be combined and use the same light source. Emergency flashers must be operative on both the front and rear of vehicle. See [49 CFR 393](#). All required reflectors must be present, securely attached, not obscured, or damaged to the point of being ineffective. Trailers manufactured on or after 1 December 1993 shall have been retrofitted with the required conspicuity system, to include the use of retroreflective sheeting and reflex reflectors in a red and white pattern (49 CFR 571.108). Retroreflective sheeting and reflex reflectors shall appear on each side of the trailer or semitrailer as prescribed in [49 CFR 393.13](#).

12j. Fuel System. Fuel tank and lines must be in good condition, free from leaks, and securely mounted. There shall be no defective gaskets or plugged vents on caps. Ensure that the fuel tank filler cap is not missing. Fuel tanks are not allowed on trailers or semitrailers unless specifically designed for temperature control operations. Such fuel must be of a diesel type. Fuel tanks forward of front axle of power unit are not permitted. Filler necks must be in good condition, securely supported, not leaking at joints, and located so that fuel spilled vertically while tank is being filled will not contact any part of the exhaust or electrical system. No part of any fuel tank or intake pipe shall project beyond overall width of motor vehicle on which it is mounted. No part is forward of the front axle of the power unit. Intake-pipe opening shall be located outside the vehicle's passenger and cargo compartments and shall be fitted with a cap that can be fastened securely. If tractor is equipped with selector control valve for fuel feed from auxiliary tanks:

- (1) The valve shall be installed so that it is within normal reach of the driver, who must be able to operate the valve without taking eyes from the road or moving from a normal driving position; or,

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- (2) The valve shall be so located that the driver must stop the vehicle and leave the driver's seat in order to operate the valve. Gravity or syphon-feed type fuel systems are prohibited.
- (3) Motor vehicles using compressed natural gas (CNG) may be used to transport AA&E both on-station and off-station providing the safety requirements of [NAVSEA SW020-AG-SAF-010](#) are met. Specific inspection criteria peculiar to CNG fuel systems shall have been inserted as an addendum to the DD Form 626, in accordance with [NAVSEA SW020-AG-SAF-010](#). Personnel shall start the safety inspection at the CNG fuel tank and then continue the inspection until the entire system has been inspected. Any defects found during the inspection shall be reported in accordance with local instructions.
- (4) Liquefied petroleum gas (LPG), propane or butane may not be in the same cargo space with A&E during transport. LPG, propane or butane may be used as a vehicle fuel source when it is in fuel tanks that are external to the cargo space and it complies with the vehicle safety requirements of [NAVSEA OP 5 Volume 1](#) and [NAVFAC P-300](#).
- (5) A fuel system that uses LPG as a fuel source for the operation of a motor vehicle must conform to the "Standards for the Storage and Handling of Liquefied Petroleum Gases" of the [National Fire Protection Association](#), 470 Atlantic Avenue, Boston, MA 02110.

12k. Exhaust System. Exhaust pipe must be securely attached to exhaust manifold; gaskets or packing shall not show evidence of leakage; and other end of pipe must be clamped securely to the muffler. Muffler must be in good condition and securely mounted. Tail pipe must be securely clamped to muffler, properly supported, and unobstructed at its outer end. Exhaust system must discharge to the atmosphere at a point to rear of cab or, if the exhaust projects above the cab, at a location near the rear of the cab. Exhaust system shall not be leaking at a point forward of or directly below the driver compartment. No part of the system shall be located where it might burn or damage wires, fuel system, or any combustible part of the vehicle. The entire system shall be kept free of oil or grease accumulations. No part of the exhaust system shall be temporarily repaired with wrap or patches.

12l. Brake System. This includes hand brakes, parking brakes, and Low Air Warning devices. See [49 CFR 393.40-45; 393.47-53; 393.55](#). Brakes of each vehicle shall be capable of controlling, stopping and holding the vehicle. Each vehicle shall have a mechanical parking brake capable of holding the vehicles under any condition to the limit of traction. Defects in a braking system shall be cause for rejection. Major DOT braking requirements are as follows:

- (1) A control by which the driver applies the emergency brake system must be located so that the driver can readily operate it when the driver is properly restrained by any seat belt assembly provided for use. The control for applying the emergency brake system may be combined with either the control for applying the service brake system or the control for applying the parking brake system. However, all three controls may not be combined.

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- (2) Every single driven motor vehicle and every combination of motor vehicles shall at all times be equipped with a parking brake system adequate to hold the vehicle or combination on any grade on which it is operated under any condition of loading on a surface free from snow or ice.
- (3) Every motor vehicle shall be equipped with brakes acting on all wheels, except trucks and truck tractors having three or more axles need not have brakes on the front wheels.
- (4) Every motor vehicle, if used to tow a trailer equipped with brakes, shall be equipped with means to ensure that the service brakes on the towing vehicle will be sufficiently operative to stop the towing vehicle, should breakaway of the trailer occur.
- (5) Every truck or tractor equipped with air brakes, when used for towing other vehicles equipped with air brakes, shall be equipped with two means of activating the emergency features of the trailer brakes. One of those means shall operate automatically in the event of reduction of the towing vehicle air supply to a fixed pressure which shall not be lower than 20 pounds per square inch, nor higher than 45 pounds per square inch. The other means shall be a manually controlled device readily operable by a person seated in the driving seat. Its emergency position or method of operation shall be clearly indicated. In no instance may the manual means be so arranged to permit its use to prevent operation of the automatic means. The automatic and manual means may be separate, but this is not a requirement.
- (6) Brake tubing and brake hose must be as follows:
 - (a) Designed and constructed in a manner that ensures proper, adequate and continued functioning of the tubing or hose.
 - (b) Installed in a manner that ensures proper continued functioning of the tubing or hose.
 - (c) Long and flexible enough to accommodate without damage to all normal motions of the parts to which it is attached.
 - (d) Suitably secured against chafing, kinking, or other mechanical damage.
 - (e) Installed in a manner that prevents it from contacting the vehicle's exhaust system or any other source of high temperature.

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- (7) The tractor which is equipped with power brakes shall have the braking system arranged so that one application valve shall, when applied, operate all the service brakes on the motor vehicle or combination of motor vehicles. This requirement shall not be construed to prohibit motor vehicles from being equipped with an additional valve to be used to operate the brakes on a trailer or trailers.
- (8) A truck or truck-trailer must be equipped with a signal that provides a warning to the driver when a failure occurs in the vehicle's service brake system. The warning devices must be as follows:
 - (a) A vehicle manufactured on or after 1 July 1973 and having service brakes activated by hydraulic fluid must be equipped with a visual or audible warning signal.
 - (b) A vehicle (regardless of the date it was manufactured) having service brakes activated by compressed air (air mechanical brakes) or a vehicle towing a vehicle having service brakes activated by compressed air (air mechanical brakes) must be equipped with a pressure warning device. The device must provide a readily audible or visible continuous warning to the driver whenever the pressure of the compressed air in the braking system is below a specified pressure, which must be at least one-half of the compressor governor cutout pressure (the governor cutout pressure is about 40 psi).

12m. Suspension. All springs, suspension hanger mechanisms, tension bar assemblies, and associated parts (such as U-bolts, hangers and shackles) must be in proper adjustment, properly lubricated and show no signs of fractures or breaks. Spring leafs shall not be broken or missing. Inspect for unsecured axle positioning parts, axle misalignment, or broken torsion bar springs (if so equipped). See [49 CFR 393.207](#).

12n. Coupling Devices. Inspect without uncoupling.

- (1) Fifth-wheel rocker plate and bed must be in good condition, properly assembled, adequately lubricated, and properly mounted. Kingpin lock shall operate freely and properly, lock securely, and not show excessive wear.
- (2) The lower half of a fifth wheel mounted on a truck tractor converter dolly must be secure to the frame of that vehicle with properly designed brackets, mounting plates or angles and properly tightened bolts of adequate size and grade, or devices that provide equivalent security. The installation shall not cause cracking, warping, or deformation of the frame. The installation must include a device for positively preventing the lower half of the fifth wheel from shifting on the frame to which it is attached.

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- (3) The upper half of a fifth wheel must be fastened to the motor vehicle with at least the same security required for the installation of the lower half on a truck tractor or converter dolly.
- (4) Every fifth wheel assembly must have a locking mechanism. The locking mechanism, and any adapter used in conjunction with it, must prevent separation of the upper and lower halves of the fifth wheel assembly unless a positive manual release is activated. The release may be located so that the driver can operate it from the cab. If a motor vehicle has a fifth wheel designed and constructed to be readily separable, the fifth wheel locking devices shall apply automatically on coupling.
- (5) Pintle Hook, Drawbar, Towbar Eye and Tongue and Safety Devices: Inspect for unsecured mounting, cracks, missing or ineffective fasteners (welded repairs to pintle hook is prohibited). Ensure safety devices (chains, hooks, cables) are in serviceable condition and are properly attached.

12o. Cargo Space.

- (1) Cargo space (sidewalls and floors) must be free of projecting bolts, screws, nails, or other inwardly protruding objects that might damage any package or container of AA&E.
- (2) All vehicles must be constructed or equipped with adequate cargo-securing devices so that the load may be properly shored and will not penetrate the forward cargo compartment wall when subjected to maximum braking deceleration of the vehicle.
- (3) Floors shall not be permeated with oil, gasoline, or other combustible or corrosive material. Floors must be tight, substantially constructed, and free of unnecessary holes and openings. The phrase "unnecessary holes" should be interpreted as meaning holes caused by deterioration of wood. Man-made holes, resulting from driven nails which secure blocking and bracing, are not cause for rejection. Further, repairs to deteriorated wood shall be made regardless of size for location of the hole; even a small, dry rotted hole on the side of the cargo bed may compromise the safety of a heavy load. A piece of ¼-inch plywood can be used for this purpose to cover the area. A safe, stable foundation, along with approved blocking and bracing, must be provided for shipments of all weights and sizes.

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(4) Properly packaged ammunition unitized on Navy approved ferrous metal pallets may be loaded aboard vehicles equipped with ferrous metal cargo beds, provided that those unitized loads are properly secured to the bed of the vehicle. If there is a possibility of explosive exudate leakage (dust, power, or vapor), where a metal-to-metal spark could cause an accidental ignition of explosive materials and/or explosion, the cargo bed must be lined with nonferrous materials (such as wood). Skids, wood pallets and other appropriate loading devices may be considered as flooring and sufficient to meet this requirement as long as the metal nails or other fasteners used to hold a wood pallet together will not come in contact with the metal cargo bed. Cardboard or other fiber covering of paper is not permissible. Unpalletized ammunition packed in ferrous metal containers may be loaded aboard vehicles equipped with ferrous metal cargo beds, provided the load is in conformance with an existing DOD load drawing and is not liable to leakage of explosive exudate. Drop in or sprayed-on plastic bedliners are only authorized if the cargo is packaged in its approved shipping container. Special care shall be taken to secure all cargo in vehicles with plastic bedliners because of the slippery nature of the liner surface.

12p. Landing Gear. Landing gear assembly must be in good condition, correctly assembled, adequately lubricated, and properly mounted. Wheels or plates must not be broken.

12q. Tires, Wheels and Rims. See [49 CFR 393.207](#).

- (1) Tires must be properly inflated and free of bruises, breaks and blisters. Cuts or damage extending into the cord body, or tread worn smooth in the center, shall be cause for rejection. Stones between dual wheels must be removed. Tires shall be properly matched for size on dual-equipped tractors and trailers. A spare is not required, but if furnished it shall be inspected in the same manner as wheel-mounted tires. A bad spare tire is cause for rejection. Only pneumatic tires are acceptable. No motor vehicle shall be operated on any tire that has fabric exposed through the tread or sidewalls. Any tire on the front wheel of a truck or truck tractor shall have a tread with a depth of at least 4/32 of an inch when measured at any point on a major tread groove. Except as previously provided, tires shall have a tread groove pattern depth of at least 2/32 of an inch in a major tread groove. Tire tread patterns should match. Ensure that no wheel lugs are missing.
- (2) If trailer has adjustable rear axles, check for misalignment and position. Look for damaged, worn, or missing parts. Check to ensure the locking pins of the sliding rear axles are fully engaged in the correct hole in the trailer's rails. Ensure that the adjustment handle is in the locked position and secured.
- (3) Trucks or truck tractors with a load-carrying capacity equal to or greater than 8.25-20, 8-ply rating tires shall not be operated with regrooved tires on the front wheels. Inspect wheels and rims for cracks, unseated locking rings, broken, loose, damaged or missing lug nuts or elongated stud holes.

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- 12r. Tailgate/Doors. Refer to [49 CFR 177.835\(h\)](#). Doors must close securely and have appropriate means for attaching security devices. The use of roll-up doors is permitted if rear blocking and bracing will not bear against the rear doors. All hinges must be tight in the body. There shall be no cracks or breaks in the latches or safety chains. Carrier-provided trailer door hinges and hasps will be installed to preclude removal when doors are closed and locked. Hinges and hasps shall be attached to doors by welding bolt nuts or by riveting.
- (1) Door Hinges: For each door hinge, a minimum of one bolt must be either welded or riveted in a manner to preclude easy removal. A bolt may also be turned inward with a nut on the inside as long as the bolt is flush with the nut. The use of cotter pin type fasteners for hinge pins is not recommended, as this device is easily removed. A bolt/nut configuration that is welded offers a better alternative. This requirement applies to each hinge pin. Refer to [DTR 4500.9-R](#) for further detail.
 - (2) Door Locking Hardware: On each door lever handle, seal plate, pin, and the bottom cam guide to the lock shaft - a minimum of one bolt must be either welded or riveted in a manner to preclude easy removal. A bolt may also be turned inward with the nut on the inside as long as the bolt is flush with the nut.
- 12s. Tarpaulins. When an open-top, stake-body, or flatbed vehicle is used to transport AA&E, the load must be completely covered by a tarpaulin. The tarpaulin shall be made of fire and water resistant material. Each activity should contact their local fire department if further detail on tarpaulin specifications or National Fire Protection Association (NFPA) codes is required. The tarpaulin shall be securely fastened to the vehicle by rope or wire tiedown so as to fully protect the load from sparks, fire and moisture. Military motor vehicles operating on-station are exempt from the tarpaulin requirement during clear weather, but not during inclement weather, unless the exception criteria found in [NAVSEA SW023-AG-WHM-010](#) is met. See [49 CFR 177.835\(h\)](#).
- 12t. Other Unsatisfactory Conditions. Any defect not listed elsewhere on DD Form 626 which may prohibit the conveyance from being loaded, shall be annotated here and described specifically on the reverse side of the form. Receiving activities shall report nonreceipt of the DD Form 2890 or emergency response instructions. Also under this item, the following should be checked for defects:
- (1) Engine, Body, Cab and Chassis: Engine and cab compartment must be clean. There shall be no excessive oil or grease, and the cab floor shall be free of debris. Understructure of cab and chassis shall be checked for excessive grease and mud. Tractor doors must not be blocked in any way that could deny the driver free exit from either door.
 - (2) Temperature control device (i.e. heating unit): If a vehicle transporting Class 1 A&E is equipped with a temperature control device, the device must rendered inoperable by draining or removing the fuel tank and disconnecting the power source.

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- (3) Bumper protectors: Every vehicle, except tractors, shall have bumpers, or devices serving similar purposes, which do not exceed 30 inches from the ground with the vehicle empty (measured to the bottom of the bumpers). The maximum distance between the closest points between bumpers, if more than one is used, shall not exceed 24 inches. The maximum transverse distance from the widest part of the vehicle at the rear to the bumper shall not exceed 18 inches. The bumpers shall be located not more than 24 inches forward of the extreme rear of the vehicle. The bumpers shall be substantially constructed and firmly attached.
- (4) Seat belts.
- (5) Lack of DD Form 1907.
- (6) Speedometer. Verification that speedometer is operational may be a verbal confirmation from the driver.
- (7) Portable lights, if carried as required spare equipment on motor vehicles loaded with hazardous material, shall be of the approved magazine type.

13. Inspection Results. Indicate whether the vehicle is accepted or rejected. If rejected, provide reason under "Remarks". Equipment will be approved if deficiencies are corrected prior to loading.

14. Satellite Motor Surveillance System. For AA&E and other shipments requiring satellite surveillance, ensure that the Satellite Motor Surveillance System is operable. The DTTS Message Display Unit, when operative, will display the signal "DTTS ON". The munitions carrier driver, when practical, will position the DTTS message display unit in a manner that allows the shipping inspector or other designated shipping personnel to observe the "DTTS ON" message without climbing aboard the cab of the motor vehicle.

15. Remarks. Describe deficiencies, reasons for rejection, etc.

16. Origin Inspector Signature. Signature of originating activity's inspector is required.

17. Destination Inspector Signature. Signature of receiving activity's inspector is required.

SECTION III - POST LOADING INSPECTION

18. Loaded IAW Applicable Segregation/Compatibility Table of 49 CFR. A&E that are prohibited from being loaded, transported or stowed together are shown in [table 4-1](#). Also refer to [table 4-1](#) for details of noncombustible explosives in the same vehicle.

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19. Load Properly Secured to Prevent Movement. Cargo must be arranged so that it cannot be damaged or damage others in transit. Different parts of a load that could damage each other shall be segregated, secured, and separated by bulkheads or other suitable means. Technical aspects of dunnaging are covered in [MIL-STD-1320](#). The weight of the load shall be properly distributed. In no case shall the maximum gross axle load exceed that allowed by the states through which the shipment will move; or, as specified in the appropriate [MIL-STD-1320](#).

20. Seals Applied to Closed Vehicle; Tarpaulin Applied on Open Equipment. Sealing requirements are described in [paragraphs 3-4.5](#) and [4-8](#) of this manual. Tarpaulin requirements are given in item 12s.

21. Proper Placards Applied. Each motor vehicle used to transport A&E shall be placarded as discussed in [paragraph 4-7](#).

22. Shipping Papers/DD Form 2890 for Government Vehicle Shipments. The blanks on DD Form 2890 shall be filled in by the shipping inspector, safety officer, or Transportation Officer (TO) for the cargo being transported. DD Form 2890, [figure 3-13](#), shall be given to military drivers and shall accompany the load to its destination. The identical information is provided on the shipping papers for commercial drivers. Additional instruction shall be given, as applicable, concerning seal breakage; procedures to be followed for delays, accidents, incidents or breakdowns en route, interchange of equipment, etc.

23. Copy of DD Form 626 for Driver. The driver shall receive a copy of the Motor Vehicle Inspection Report, DD Form 626 for a truckload shipment, whether or not the vehicle is accepted or rejected. If the vehicle is accepted, the original report, together with the cargo document and other shipping papers, shall be delivered to the receiving activity. If equipment is interchanged, the original of the DD Form 626 shall be given to the interchange driver. In the event the vehicle is rejected, the driver shall be given a copy of the form for record purposes. The original report indicating origin and destination inspection shall be forwarded to the TO to be filed with the appropriate BL.

24. Shipped under DOT Special Permit (DOT-SP-868). Classified explosives shipments are made under this special permit for transportation in commerce of certain Class/Division 1.1 through 1.3 A&E. Checking this item signifies that the shipment was loaded in compliance with the carrier's advice on maximum weight and that the driver has not inspected the load. The driver is relieved of the requirements under items 18 and 19 on DD Form 626.

A-2. COMPLETION OF DD FORM 626.

At the conclusion of the required inspections, the vehicle will be approved or rejected and the form ([figure 3-4](#)) will be signed as follows:

a. Approved/Rejected Blocks. Check the appropriate block in Section II, item 13 as to whether the vehicle is approved or rejected. If rejected, give reasons in the "Remarks" section.

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b. Signature of Inspectors. Section III, items 25 and 27: These spaces shall be signed at the origin and destination by the person making the inspection.

c. Driver's Signature. Section III, items 26 and 28: These spaces shall be signed by the driver of the inspected vehicle at the origin, whether the vehicle is accepted or rejected, and at the destination.

APPENDIX B

GENERAL INSTRUCTIONS FOR COMPLETION OF MOTOR VEHICLE ACCIDENT REPORT, STANDARD FORM (SF) 91

B-1. INTRODUCTION.

This appendix provides detailed instructions on the correct preparation of the Motor Vehicle Accident Report, SF 91. This form is divided into 13 sections, and is illustrated in [figure 3-17](#).

SECTION I - FEDERAL VEHICLE DATA

1. Driver's Name. The driver shall print full name.
2. Driver's License No./State/Limitations. Enter the state permit number, not the government permit number. This applies to both military and civilian drivers.
3. Date of Accident. Enter the day, month and year.
- 4a. Department/Federal Agency Permanent Office Address. The driver will enter the name and location of the organization to which assigned.
- 4b. Work Telephone Number. The driver will enter the telephone number of place of employment.
5. Tag or Identification Number. Enter the vehicle license number or vehicle ID #.
6. Estimated Repair Cost. The driver shall provide an estimate of what it would cost to have the vehicle repaired.
7. Year of Vehicle. This information is located on the registration card or trip ticket, or inside of the driver's door on the data plate.
8. Make of Vehicle. Enter the make of the vehicle, i.e. Ford, Dodge, Chevy, etc.
9. Model of Vehicle. Enter the model of the vehicle, i.e. F150, Taurus, etc.
10. Seat Belts Used. Were the driver and passenger wearing seat belts? Answer Yes or No.
11. Describe Vehicle Damage. List the parts of the vehicle that were damaged. Begin with the major damage and include all other damage, no matter how small. Example: LEFT FRONT FENDER DENTED SLIGHTLY.

SECTION II - OTHER VEHICLE DATA

12. Driver's Name. Enter the full name of the driver of the other vehicle.
13. Social Security No./Tax Identification No. Enter social security number or tax identification number for the driver of the other vehicle.
14. Driver's License Number/State/Limitations. Enter the license number, state of issue, and any restrictions or limitations noted on the license of the other driver.
- 15a. Driver's Work Address. Enter the work address of the driver of the other vehicle (city, state and zip).
- 15b. Work Telephone Number. Enter the other driver's work telephone number including area code.
- 16a. Driver's Home Address. Enter the home address of the driver of the other vehicle (city, state and zip).
- 16b. Driver's Home Telephone Number. Enter the other driver's home telephone number including area code.
17. Describe Vehicle Damage. List the parts of the vehicle other driver's that were damaged. Begin with the major damage and include all other damage, no matter how small. Example: LEFT REAR FENDER AND BUMPER DENTED SLIGHTLY.
18. Estimated Repair Cost. The driver shall provide an estimate of cost to have the other vehicle repaired.
19. Year of Vehicle. This information is found on the registration card or inside the driver's door on the data plate of the other vehicle.
20. Make of Vehicle. Enter the make of the other vehicle, i.e. Ford, Dodge, Chevy, etc.
21. Model of Vehicle. Enter the model of the other vehicle, i.e. F150, Taurus, etc.
22. Tag Number and State. This information should be obtained from the vehicle registration card and verified to be the same as the license tag on the other vehicle.
- 23a. Driver's Insurance Company Name and Address. Provide the name and address of the other vehicle's insurance provider. If federal, state or local government, list political subdivision and agency.
- 23b. Policy Number. Enter the number of the insurance policy covering the other vehicle.
- 23c. Telephone Number. Enter the telephone number of the insurance provider for the other vehicle.
24. Vehicle Is: Check appropriate box.

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25a. Owner's Name(s). If same as driver, state SAME AS DRIVER.

25b. Telephone Number. Owner's telephone number.

26. Owner's Address(es). If same as driver, state SAME AS DRIVER. Otherwise list full address as it appears on registration.

SECTION III - KILLED OR INJURED

27. Name. State the full name of the injured or deceased person(s).

28. Sex. State the sex of the injured or deceased person(s).

29. Date of Birth. Provide the date of birth of the injured or deceased person(s).

30. Address. Provide the full address of the injured or deceased person(s).

31. Mark "X" in Appropriate Boxes. Mark those which apply.

32. In Which Vehicle. Vehicle in which the injured or deceased person was riding.

33. Location in Vehicle. Location in which the injured or deceased person was riding prior to the accident.

34. First Aid Given By. Name of individual(s) or organization providing first aid to the injured person(s).

35. Transported By. Organization transporting injured person(s).

36. Transported To. Location to which injured person(s) was transported for medical treatment.

37. Same as 27.

38. Same as 28.

39. Same as 29.

40. Same as 30.

41. Same as 31.

42. Same as 32.

43. Same as 33.

44. Same as 34.

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45. Same as 35.
46. Same as 36.
- 47a. Name of Street or Highway. Give the name and route number of the street or highway on which the accident occurred and of the nearest cross street or landmark.
- 47b. Direction of Pedestrian. Direction in which pedestrian was walking, give landmarks, if possible (from and to blocks).
- 47c. Describe What Pedestrian Was Doing at the Time of Accident. Give all pertinent information.

SECTION IV - ACCIDENT TIME AND LOCATION

48. Date of Accident. Date the accident occurred.
49. Place of Accident. Location of accident (street address, city, state, zip code, distance to nearest intersection, nearest landmark, kind of locality (industrial, business, residential, open country, etc.), road description (highway, state road, etc.).
50. Time of Accident. Time the accident occurred (a.m., p.m.).
51. Indicate on This Diagram. HOW THE ACCIDENT HAPPENED. Use symbols and arrows to describe and sketch the scene of the accident. Include landmarks.
52. Point of Impact. (Check one box for each vehicle). Check box describing where impact occurred on each vehicle.
53. Describe What Happened. Give all pertinent information.

SECTION V - WITNESS/PASSENGER

54. Name. Enter name of witness.
55. Work Telephone Number. Enter work telephone number of witness.
56. Home Telephone Number. Enter home telephone number of witness.
57. Work Address. Enter business/work address of witness.
58. Home Address. Enter home address of witness.
59. Name. Enter name of second witness.
60. Work Telephone Number. Enter work telephone number of second witness.
61. Home Telephone Number. Enter home telephone number of second witness.

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62. Work Address. Enter business/work address of second witness.

63. Home Address. Enter home address of second witness.

SECTION VI - PROPERTY DAMAGE

64a. Name of Owner. Enter name of owner of property (other than vehicles) which was damaged.

64b. Work Telephone Number. Enter office/work telephone number of owner of damaged property.

64c. Home Telephone Number. Enter home telephone number of owner of damaged property.

64d. Work Address. Enter business/work address of owner of damaged property.

64e. Home Address. Enter home address of owner of damaged property.

65a. Name of Insurance Company. Name and address of the insurance provider covering the property which was damaged. If federal, state or local government, list political subdivision and agency.

65b. Telephone Number. Telephone number of insurance provider.

65c. Policy Number. Insurance policy number of insurance covering damaged property.

66. Item Damaged. Describe item which was damaged.

67. Location of Damaged Item. Current physical location of damaged item.

68. Estimated Cost. Estimate of repair cost or replacement of damaged item.

SECTION VII - POLICE INFORMATION

69a. Name of Police Officer. Enter name of police officer working the accident.

69b. Badge Number. Enter badge number of police officer working accident.

69c. Telephone Number. Enter work telephone number of police office working accident.

70. Precinct or Headquarters. Enter name of the police station to which the officer working the accident reports. Include name of department and address.

71a. Person Charged with Accident. Enter the name of the person who was charged with any violation in connection with the accident.

71b. Violation(s). Enter violation(s) for which the individual was charged.

SECTION VIII - EXTRA DETAILS

Use this area for continuation of any blocks or additional information. If a block is continued, be sure to annotate the block number.

NOTE

Please review Privacy Act Statement

SECTION IX - FEDERAL DRIVER CERTIFICATION

72a. Name and Title of Driver. PRINT your full name and your title.

72b. Driver's Signature and Date. After reviewing the completed form and the certification statement, place your legal signature and the date signed in this block.

SECTION X - DETAILS OF TRIP DURING WHICH ACCIDENT OCCURRED

73 thru 83c. Shall be completed by the driver's supervisor. These blocks are self-explanatory.

SECTION XI - ACCIDENT INVESTIGATION DATA

SECTION XII - ATTACHMENTS

SECTION XIII - COMMENTS/APPROVALS

84 thru 89f. Shall be completed by the Accident Investigator.

90a thru 90f. Prior to completion of these blocks, the accident reviewing official shall review the entire SF 91. Following review, the reviewing official shall complete blocks 90a thru 90f.

[Please click here for the latest Revision of Title 49 CFR Part 397](#)

APPENDIX C

TITLE 49 CFR PART 397 TRANSPORTATION OF HAZARDOUS MATERIALS; DRIVING AND PARKING RULES Revised 1 October 2011

SUBPART A - GENERAL

Sec.

- 397.1 Application of the rules in this part.
- 397.2 Compliance with Federal motor carrier safety regulations.
- 397.3 State and local laws, ordinances, and regulations.
- 397.5 Attendance and surveillance of motor vehicles.
- 397.7 Parking.
- 397.9 [Reserved].
- 397.11 Fires.
- 397.13 Smoking.
- 397.15 Fueling.
- 397.17 Tires.
- 397.19 Instructions and documents.

SUBPART B [RESERVED]

SUBPART C - ROUTING OF NON-RADIOACTIVE HAZARDOUS MATERIALS

Sec.

- 397.61 Purpose and scope.
- 397.63 Applicability.
- 397.65 Definitions.
- 397.67 Motor carrier responsibility for routing.
- 397.69 Highway routing designations; preemption.
- 397.71 Federal standards.
- 397.73 Public information and reporting requirements.
- 397.75 Dispute resolution.
- 397.77 Judicial review of dispute decision.

SUBPART D - ROUTING OF CLASS 7 (RADIOACTIVE) MATERIALS

Sec.

- 397.101 Requirements for motor carriers and drivers.
- 397.103 Requirements for state routing designations.

SUBPART E - PREEMPTION PROCEDURES

Sec.

- 397.201 Purpose and scope of the procedures.
- 397.203 Standards for determining preemption.
- 397.205 Preemption application.
- 397.207 Preemption notice.
- 397.209 Preemption processing.
- 397.211 Preemption determination.
- 397.213 Waiver of preemption application.
- 397.215 Waiver notice.
- 397.217 Waiver processing.
- 397.219 Waiver determination and order.
- 397.221 Timeliness.
- 397.223 Petition for reconsideration.
- 397.225 Judicial review.

Authority: 49 U.S.C. 322; 49 CFR 1.73 Subpart A also issued under 49 U. S. C. 5103, 31136, 31502, and [49 CFR 153](#) Subparts C, D, and E also issued under 49 U.S.C. 5112, 5125.

Source: 36 FR 4876, Mar. 13, 1971, unless otherwise noted.

* Editorial Note: Nomenclature changes to Part 397 appear at 66 FR 49874, 1 Oct 2001

SUBPART A - GENERAL

397.1 Application of the rules in this part.

(a) The rules in this part apply to each motor carrier engaged in the transportation of hazardous materials by a motor vehicle which must be marked or placarded in accordance with Part 177.823 of this title and to-

(1) Each officer or employee of the motor carrier who performs supervisory duties related to the transportation of hazardous materials; and

(2) Each person who operates or who is in charge of a motor vehicle containing hazardous materials.

(b) Each person designated in paragraph (a) of this section must know and obey the rules in this part.

[36 FR 4876, Mar. 13, 1971, as amended at 36 FR 16067, Aug. 19, 1971; 53 FR 18058, May 19, 1988; 60 FR 38749, July 28, 1995]

397.2 Compliance with Federal motor carrier safety regulations.

A motor carrier or other person to whom this part is applicable must comply with the rules in Parts 390 through 397, inclusive, of this subchapter when he/she is transporting hazardous materials by a motor vehicle which must be marked or placarded in accordance with Part 177.823 of this title.

[37 FR 18080, Sept. 7, 1972]

397.3 State and local laws, ordinances, and regulations.

Every motor vehicle containing hazardous materials must be driven and parked in compliance with the laws, ordinances, and regulations of the jurisdiction in which it is being operated, unless they are at variance with specific regulations of the Department of Transportation which are applicable to the operation of that vehicle and which impose a more stringent obligation or restraint.

397.5 Attendance and surveillance of motor vehicles.

(a) Except as provided in paragraph (b) of this section, a motor vehicle which contains a Division 1.1, 1.2, or 1.3 (explosive) material must be attended at all times by its driver or a qualified representative of the motor carrier that operates it.

(b) The rules in paragraph (a) of this section do not apply to a motor vehicle which contains Division 1.1, 1.2, or 1.3 material if all the following conditions exist-

(1) The vehicle is located on the property of a motor carrier, on the property of a shipper or consignee of the explosives, in a safe haven, or, in the case of a vehicle containing 50 pounds or less of a Division 1.1, 1.2, or 1.3 material, on a construction or survey site; and

(2) The lawful bailee of the explosives is aware of the nature of the explosives the vehicle contains and has been instructed in the procedures which must be followed in emergencies; and

(3) The vehicle is within the bailee's unobstructed field of view or is located in a safe haven.

(c) A motor vehicle which contains hazardous materials other than Division 1.1, 1.2, or 1.3 materials, and which is located on a public street or highway, or the shoulder of a public highway, must be attended by its driver. However, the vehicle need not be attended while its driver is performing duties which are incident and necessary to the driver's duties as the operator of the vehicle.

(d) For purposes of this section-

(1) A motor vehicle is attended when the person in charge of the vehicle is on the vehicle, awake, and not in a sleeper berth, or is within 100 feet of the vehicle and has it within his/her unobstructed field of view.

(2) A qualified representative of a motor carrier is a person who-

(i) Has been designated by the carrier to attend the vehicle;

(ii) Is aware of the nature of the hazardous materials contained in the vehicle he/she attends;

(iii) Has been instructed in the procedures he/she must follow in emergencies;

and

(iv) Is authorized to move the vehicle and has the means and ability to do so.

(3) A safe haven is an area specifically approved in writing by local, State, or Federal governmental authorities for the parking of unattended vehicles containing Division 1.1, 1.2, or 1.3 materials.

(e) The rules in this section do not relieve the driver from any obligation imposed by law relating to the placing of warning devices when a motor vehicle is stopped on a public street or highway.

[59 FR 63925, Dec. 12, 1994]

397.7 Parking.

(a) A motor vehicle which contains Division 1.1, 1.2, or 1.3 materials must not be parked under any of the following circumstances-

- (1) On or within 5 feet of the traveled portion of a public street or highway;
- (2) On private property (including premises of fueling or eating facilities) without the knowledge and consent of the person who is in charge of the property and who is aware of the nature of the hazardous materials the vehicle contains; or
- (3) Within 300 feet of a bridge, tunnel, dwelling, or place where people work, congregate, or assemble, except for brief periods when the necessities of operation require the vehicle to be parked and make it impracticable to park the vehicle in any other place.

(b) A motor vehicle which contains hazardous materials other than Division 1.1, 1.2, or 1.3 materials must not be parked on or within five feet of the traveled portion of a public street or highway except for brief periods when the necessities of operation require the vehicle to be parked and make it impracticable to park the vehicle in any other place.

[59 FR 63925, Dec. 12, 1994]

397.9 [Reserved]

397.11 Fires.

(a) A motor vehicle containing hazardous materials must not be operated near an open fire unless its driver has first taken precautions to ascertain that the vehicle can safely pass the fire without stopping.

(b) A motor vehicle containing hazardous materials must not be parked within 300 feet of an open fire.

397.13 Smoking.

No person may smoke or carry a lighted cigarette, cigar, or pipe on or within 25 feet of-

(a) A motor vehicle which contains Class 1 materials, Class 5 materials, or flammable materials classified as Division 2.1, Class 3, Divisions 4.1 or 4.2; or

(b) An empty tank motor vehicle which has been used to transport Class 3, flammable materials, or Division 2.1 flammable gases, which when so used, was required to be marked or placarded in accordance with the rules in Part 177.823 of this title.

[59 FR 63925, Dec. 12, 1994]

397.15 Fueling.

When a motor vehicle which contains hazardous materials is being fueled-

- (a) Its engine must not be operating; and
- (b) A person must be in control of the fueling process at the point where the fuel tank is filled.

397.17 Tires.

(a) A driver must examine each tire on a motor vehicle at the beginning of each trip and each time the vehicle is parked.

(b) If, as the result of an examination pursuant to paragraph (a) of this section, or otherwise, a tire is found to be flat, leaking, or improperly inflated, the driver must cause the tire to be repaired, replaced, or properly inflated before the vehicle is driven. However, the vehicle may be driven to the nearest safe place to perform the required repair, replacement, or inflation.

(c) If, as the result of an examination pursuant to paragraph (a) of this section, or otherwise, a tire is found to be overheated, the driver shall immediately cause the overheated tire to be removed and placed at a safe distance from the vehicle. The driver shall not operate the vehicle until the cause of the overheating is corrected.

(d) Compliance with the rules in this section does not relieve a driver from the duty to comply with the rules in Parts 397.5 and 397.7.

397.19 Instructions and documents.

(a) A motor carrier that transports Division 1.1, 1.2, or 1.3 (explosive) materials must furnish the driver of each motor vehicle in which the explosives are transported with the following documents:

(1) A copy of the rules in this part;

(2) [Reserved]

(3) A document containing instructions on procedures to be followed in the event of an accident or delay. The documents must include the names and telephone numbers of persons (including representatives of carriers or shippers) to be contracted, the nature of the explosives being transported, and the precautions to be taken in emergencies such as fires, accidents, or leakages.

(b) A driver who receives documents in accordance with paragraph (a) of this section must sign a receipt for them. The motor carrier shall maintain the receipt for a period of one year from the date of signature.

(c) A driver of a motor vehicle which contains Division 1.1, 1.2, or 1.3 materials must be in possession of, be familiar with, and be in compliance with-

- (1) The documents specified in paragraph (a) of this section;
- (2) The documents specified in Part 177.817 of this title; and;
- (3) The written route plan specified in Part 397.67.

[59 FR 53925, Dec. 12, 1994, as amended at 63 FR 33280, June 18, 1998]

SUBPART B [RESERVED]

SUBPART C - ROUTING OF NON-RADIOACTIVE HAZARDOUS MATERIALS

Source: 59 FR 51830, Oct. 12, 1994, unless otherwise noted.

397.61 Purpose and scope.

This subpart contains routing requirements and procedures that States and Indian tribes are required to follow if they establish, maintain, or enforce routing designations over which a non-radioactive hazardous material (NRHM) in a quantity which requires placarding may or may not be transported by a motor vehicle. It also provides regulations for motor carriers transporting placarded or marked NRHM and procedures for dispute resolutions regarding NRHM routing designations.

397.63 Applicability.

The provisions of this subpart apply to any State or Indian tribe that establishes, maintains, or enforces any routing designations over which NRHM may or may not be transported by motor vehicle. They also apply to any motor carrier that transports or causes to be transported placarded or marked NRHM in commerce.

397.65 Definitions.

For purposes of this subpart, the following definitions apply:

Administrator. The Federal Motor Carrier Safety Administrator, who is the chief executive of the Federal Motor Carrier Safety Administration, an agency within the United States Department of Transportation, or his/her designate.

Commerce. Any trade, traffic, or transportation in the United States which:

(1) Is between a place under the jurisdiction of a State or Indian tribe and any place outside of such jurisdiction; or

(2) Is solely within a place under the jurisdiction of a State or Indian tribe but which affects trade, traffic, or transportation described in subparagraph (a).

FMCSA. The Federal Motor Carrier Safety Administration, an agency within the Department of Transportation.

Hazardous Material. A substance or material, including a hazardous substance, which has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, or property when transported in commerce, and which has been so designated.

Indian tribe. Has the same meaning as contained in Section 4 of the Indian Self-Determination and Education Act, 25 U.S.C. 450b.

Motor carrier. A for-hire motor carrier or a private motor carrier of property. The term includes a motor carrier's agents, officers and representatives as well as employees responsible for hiring, supervising, training, assigning, or dispatching of drivers.

Motor vehicle. Any vehicle, machine, tractor, trailer, or semitrailer propelled or drawn by mechanical power and used upon the highways in the transportation of passengers or property, or any combination thereof.

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NRHM. A non-radioactive hazardous material transported by motor vehicle in types and quantities which require placarding, pursuant to Table 1 or 2 of 49 CFR 172.504.

Political subdivision. A municipality, public agency or other instrumentality of one or more States, or a public corporation, board, or commission established under the laws of one or more States.

Radioactive material. Any material having a specific activity greater than 0.002 microcuries per gram (uCi/g), as defined in 49 CFR 173.403.

Routing agency. The State highway agency or other State agency designated by the Governor of that State, or an agency designated by an Indian tribe, to supervise, coordinate, and approve the NRHM routing designations for that State or Indian tribe.

Routing designations. Any regulation, limitation, restriction, curfew, time of travel restriction, lane restriction, routing ban, port-of-entry designation, or route weight restriction, applicable to the highway transportation of NRHM over a specific highway route or portion of a route.

Secretary. The Secretary of Transportation.

State. A State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, the Virgin Islands, American Samoa or Guam.

397.67 Motor carrier responsibility for routing.

(a) A motor carrier transporting NRHM shall comply with NRHM routing designations of a State or Indian tribe pursuant to this subpart.

(b) A motor carrier carrying hazardous materials required to be placarded or marked in accordance with 49 CFR 177.823 and not subject to a NRHM routing designation pursuant to this subpart, shall operate the vehicle over routes which do not go through or near heavily populated areas, places where crowds are assembled, tunnels, narrow streets or alleys, except where the motor carrier determines that:

- (1) There is no practicable alternative;
- (2) A reasonable deviation is necessary to reach terminals, points of loading and unloading, facilities for food, fuel, repairs, rest, or a safe haven; or
- (3) A reasonable deviation is required by emergency conditions, such as a detour that has been established by a highway authority, or a situation exists where a law enforcement official requires the driver to take an alternative route.

(c) Operating convenience is not a basis for determining whether it is practicable to operate a motor vehicle in accordance with paragraph (b) of this section.

(d) Before a motor carrier requires or permits a motor vehicle containing explosives in Class 1, Divisions 1.1, 1.2, 1.3, as defined in 49 CFR 173.50 and 173.53 respectively, to be operated, the carrier or its agent shall prepare a written route plan that complies with this section and shall furnish a copy to the driver. However, the driver may prepare the written plan as agent for the motor carrier when the trip begins at a location other than the carrier's terminal.

397.69 Highway routing designations; preemption.

(a) Any State or Indian tribe that establishes or modifies a highway routing designation over which NRHM may or may not be transported on or after November 14, 1994, and maintains or enforces such designation, shall comply with the highway routing standards set forth in Part 397.71 of this subpart. For purposes of this subpart, any highway routing designation affecting the highway transportation of

NRHM, made by a political subdivision of a State is considered as one made by that State, and all requirements of this subpart apply.

(b) Except as provided in Parts 397.75 and 397.219, a NRHM route designation made in violation of paragraph (a) of this section is preempted pursuant to section 105(b)(4) of the Hazardous Materials Transportation Act (49 U.S.C. app. 1804(b)(4)). This provision shall become effective after November 14, 1996.

(c) A highway routing designation established by a State, political subdivision, or Indian tribe before November 14, 1994 is subject to preemption in accordance with the preemption standards in paragraphs (a)(1) and (a)(2) of Part 397.203 of this subpart.

(d) A State, political subdivision, or Indian tribe may petition for a waiver of preemption in accordance with Part 397.213.

397.71 Federal standards.

(a) A State or Indian tribe shall comply with the Federal standards under paragraph (b) of this section when establishing, maintaining, or enforcing specific NRHM routing designations over which NRHM may or may not be transported.

(b) The Federal standards are as follows:

(1) *Enhancement of public safety.* The State or Indian tribe shall make a finding, supported by the record to be developed in accordance with paragraphs (b)(2)(ii) and (b)(3)(iv) of this section, that any NRHM routing designation enhances public safety in the areas subject to its jurisdiction and in other areas which are directly affected by such highway routing designation. In making such a finding, the State or Indian tribe shall consider:

(i) The factors listed in paragraph (b)(9) of this section; and

(ii) The DOT "Guidelines for Applying Criteria to Designate Routes for Transporting Hazardous Materials," DOT/RSPA/OHMT-89-02, July 1989¹ or its most current version; or an equivalent routing analysis which adequately considers overall risk to the public.

(2) *Public participation.* Prior to the establishment of any NRHM routing designation, the State or Indian tribe shall undertake the following actions to ensure participation by the public in the routing process:

(i) The State or Indian tribe shall provide the public with notice of any proposed NRHM routing designation and a 30-day period in which to comment. At any time during this period or following review of the comments received, the State or Indian tribe shall decide whether to hold a public hearing on the proposed NRHM route designation. The public shall be given 30 days prior notice of the public hearing which shall be conducted as described in paragraph (b)(2)(ii) of this section. Notice for both the comment period and the public hearing, if one is held, shall be given by publication in at least two newspapers of general circulation in the affected area or areas and shall contain a complete description of the proposed routing designation, together with the date, time, and location of any public hearings. Notice for both the comment period and any public hearing may also be published in the official register of the State.

(ii) If it is determined that a public hearing is necessary, the State or Indian tribe shall hold at least one public hearing on the record during which the public will be afforded the opportunity to present their views and any information or data related to the proposed NRHM routing designation. The State shall make available to the public, upon payment of prescribed costs, copies of the transcript of the hearing, which shall include all exhibits and documents presented during the hearing or submitted for the record.

¹ This document may be obtained from Office of Enforcement and Compliance (MC-EC), Federal Motor Carrier Safety Administration, U.S. Department of Transportation, 1200 New Jersey Ave., SE., Washington, DC 20590-0001.

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(3) *Consultation with others.* Prior to the establishment of any NRHM routing designation, the State or Indian tribe shall provide notice to, and consult with, officials of affected political subdivisions, States and Indian tribes, and any other affected parties. Such actions shall include the following:

(i) At least 60 days prior to establishing a routing designation, the State or Indian tribe shall provide notice, in writing, of the proposed routing designation to officials responsible for highway routing in all other affected States or Indian tribes. A copy of this notice may also be sent to all affected political subdivisions. This notice shall request approval, in writing, by those States or Indian tribes, of the proposed routing designations. If no response is received within 60 days from the day of receipt of the notification of the proposed routing designation, the routing designation shall be considered approved by the affected State or Indian tribe.

(ii) The manner in which consultation under this paragraph is conducted is left to the discretion of the State or Indian tribe.

(iii) The State or Indian tribe shall attempt to resolve any concern or disagreement expressed by any consulted official related to the proposed routing designation.

(iv) The State or Indian tribe shall keep a record of the names and addresses of the officials notified pursuant to this section and of any consultation or meeting conducted with these officials or their representatives. Such record shall describe any concern or disagreement expressed by the officials and any action undertaken to resolve such disagreement or address any concern.

(4) *Through routing.* In establishing any NRHM routing designation, the State or Indian tribe shall ensure through highway routing for the transportation of NRHM between adjacent areas. The term “through highway routing” as used in this paragraph means that the routing designation must ensure continuity of movement so as to not impede or unnecessarily delay the transportation of NRHM. The State or Indian tribe shall utilize the procedures established in paragraphs (b)(2) and (b)(3) of this section in meeting these requirements. In addition, the State or Indian tribe shall make a finding, supported by a risk analysis conducted in accordance with paragraph (b)(1) of this section, that the routing designation enhances public safety. If the risk analysis shows-

(i) That the current routing presents at least 50 percent more risk to the public than the deviation under the proposed routing designation, then the proposed routing designation may go into effect.

(ii) That the current routing presents a greater risk but less than 50 percent more risk to the public than the deviation under the proposed routing restriction, then the proposed routing restriction made by a State or Indian tribe shall only go into effect if it does not force a deviation of more than 25 miles or result in an increase of more than 25 percent of that part of a trip affected by the deviation, whichever is shorter, from the most direct route through a jurisdiction as compared to the intended deviation.

(iii) That the current route has the same or less risk to the public than the deviation resulting from the proposed routing designation, then the routing designation shall not be allowed.

(5) *Agreement of other States; burden on commerce.* Any NRHM routing designation which affects another State or Indian tribe shall be established, maintained, or enforced only if:

(i) It does not unreasonably burden commerce, and

(ii) It is agreed to by the affected State or Indian tribe within 60 days of receipt of the notice sent pursuant to paragraph (b)(3)(i) of this section, or it is approved by the Administrator pursuant to Part 397.75.

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(6) *Timeliness.* The establishment of a NRHM routing designation by any State or Indian tribe shall be completed within 18 months of the notice given in either paragraph (b)(2) or (b)(3) of this section, whichever occurs first.

(7) *Reasonable routes to terminals and other facilities.* In establishing or providing for reasonable access to and from designated routes, the State or Indian tribe shall use the shortest practicable route considering the factors listed in paragraph (b)(9) of this section. In establishing any NRHM routing designation, the State or Indian tribe shall provide reasonable access for motor vehicles transporting NRHM to reach:

- (i) Terminals,
- (ii) Points of loading, unloading, pickup and delivery, and
- (iii) Facilities for food, fuel, repairs, rest, and safe havens.

(8) *Responsibility for local compliance.* The States shall be responsible for ensuring that all of their political subdivisions comply with the provisions of this subpart. The States shall be responsible for resolving all disputes between such political subdivisions within their jurisdiction. If a State or any political subdivision thereof, or an Indian tribe chooses to establish, maintain, or enforce any NRHM routing designation, the Governor, or Indian tribe, shall designate a routing agency for the State or Indian tribe, respectively. The routing agency shall ensure that all NRHM routing designations within its jurisdiction comply with the Federal standards in this section. The State or Indian tribe shall comply with the public information and reporting requirements contained in Part 397.73.

(9) *Factors to consider.* In establishing any NRHM routing designation, the State or Indian tribe shall consider the following factors:

(i) *Population density.* The population potentially exposed to a NRHM release shall be estimated from the density of the residents, employees, motorists, and other persons in the area, using United States census tract maps or other reasonable means for determining the population within a potential impact zone along a designated highway route. The impact zone is the potential range of effects in the event of a release. Special populations such as schools, hospitals, prisons, and senior citizen homes shall, among other things, be considered when determining the potential risk to the population along a highway routing. Consideration shall be given to the amount of time during which an area will experience a heavy population density.

(ii) *Type of highway.* The characteristics of each alternative NRHM highway routing designation shall be compared. Vehicle weight and size limits, underpass and bridge clearances, roadway geometrics, number of lanes, degree of access control, and median and shoulder structures are examples of characteristics which a State or Indian tribe shall consider.

(iii) *Types and quantities of NRHM.* An examination shall be made of the type and quantity of NRHM normally transported along highway routes which are included in a proposed NRHM routing designation, and consideration shall be given to the relative impact zone and risks of each type and quantity.

(iv) *Emergency response capabilities.* In consultation with the proper fire, law enforcement, and highway safety agencies, consideration shall be given to the emergency response capabilities which may be needed as a result of a NRHM routing designation. The analysis of the emergency response capabilities shall be based upon the proximity of the emergency response facilities and their capabilities to contain and suppress NRHM releases within the impact zones.

(v) *Results of consultation with affected persons.* Consideration shall be given to the comments and concerns of all affected persons and entities provided during public hearings and consultations conducted in accordance with this section.

(vi) *Exposure and other risk factors.* States and Indian tribes shall define the exposure and risk factors associated with any NRHM routing designations. The distance to sensitive areas shall be considered. Sensitive areas include, but are not limited to, homes and commercial buildings, special populations in hospitals, schools, handicapped facilities, prisons and stadiums; water sources such as streams and lakes; and natural areas such as parks, wetlands, and wildlife reserves.

(vii) *Terrain considerations.* Topography along and adjacent to the proposed NRHM routing designation that may affect the potential severity of an accident, the dispersion of the NRHM upon release and the control and clean-up of NRHM if released shall be considered.

(viii) *Continuity of routes.* Adjacent jurisdictions shall be consulted to ensure routing continuity for NRHM across common borders. Deviations from the most direct route shall be minimized.

(ix) *Alternative routes.* Consideration shall be given to the alternative routes to, or resulting from, any NRHM route designation. Alternative routes shall be examined, reviewed, or evaluated to the extent necessary to demonstrate that the most probable alternative routing resulting from a routing designation is safer than the current routing.

(x) *Effects on commerce.* Any NRHM routing designation made in accordance with this subpart shall not create an unreasonable burden upon interstate or intrastate commerce.

(xi) *Delays in transportation.* No NRHM routing designations may create unnecessary delays in the transportation of NRHM.

(xii) *Climatic conditions.* Weather conditions unique to a highway route such as snow, wind, ice, fog, or other climatic conditions that could affect the safety of a route, the dispersion of the NRHM upon release, or increase the difficulty of controlling it and cleaning it up shall be given appropriate consideration.

(xiii) *Congestion and accident history.* Traffic conditions unique to a highway routing such as: traffic congestion; accident experience with motor vehicles, traffic considerations that could affect the potential for an accident, exposure of the public to any release, ability to perform emergency response operations, or the temporary closing of a highway for cleaning up any release shall be given appropriate consideration.

[36 FR 4876, March 13, 1971, as amended at 72 FR 55703, Oct. 1, 2007]

397.73 Public information and reporting requirements.

(a) *Public information.* Information on NRHM routing designations must be made available by the State and Indian tribes to the public in the form of maps, lists, road signs or some combination thereof. If road signs are used, those signs and their placements must comply with the provisions of the Manual on Uniform Traffic Control Devices,² published by the FMCSA, particularly the Hazardous Cargo signs identified as R14-2 and R14-3 shown in Section 2B-43 of that Manual.

(b) *Reporting and publishing requirements.* Each State or Indian tribe, through its routing agency, shall provide information identifying all NRHM routing designations which exist within their jurisdictions on November 14, 1994 to the FMCSA, Office of Enforcement and Compliance (MC-EC), 1200 New Jersey Ave., SE., Washington, D.C. 20590-0001 by March 13, 1995. The State or Indian tribe shall include descriptions of these routing designations, along with the dates they were established. This

²This publication may be purchased from the Superintendent of Documents, U.S. Government Printing Office (GPO), Washington, D.C. 20402 and has stock number 050-001-81001-8. It is available for inspection and copying as prescribed in 49 CFR Part 7, appendix D. See 23 CFR Part 655, subpart F.

information may also be published in each State's official register of State regulations. Information on any subsequent changes or new NRHM routing designations shall be furnished within 60 days after establishment to the FMCSA. This information will be available from the FMCSA, consolidated by the FMCSA, and published annually in whole or as updates in the FEDERAL REGISTER. Each State may also publish this information in its official register of State regulations.

(Approved by the Office of Management and Budget under control number 2125-0554).

[36 FR 4876, March 13, 1971, as amended at 72 FR 55703, Oct. 1, 2007]

397.75 Dispute resolution.

(a) *Petition.* One or more States or Indian tribes may petition the Administrator to resolve a dispute relating to an agreement on a proposed NRHM routing designation. In resolving a dispute under these provisions, the Administrator will provide the greatest level of safety possible without unreasonably burdening commerce, and ensure compliance with the Federal standards established at Part 397.71 of this subpart.

(b) *Filing.* Each petition for dispute resolution filed under this section must:

(1) Be submitted to the Administrator, Federal Motor Carrier Safety Administration, U.S. Department of Transportation, 1200 New Jersey Ave., SE., Washington, DC 20590-0001. Attention: Office of the Chief Counsel (MC-CC).

(2) Identify the State or Indian tribe filing the petition and any other State, political subdivision, or Indian tribe whose NRHM routing designation is the subject of the dispute.

(3) Contain a certification that the petitioner has complied with the notification requirements of paragraph (c) of this section, and include a list of the names and addresses of each State, political subdivision, or Indian tribe official who was notified of the filing of the petition.

(4) Clearly set forth the dispute for which resolution is sought, including a complete description of any disputed NRHM routing designation and an explanation of how the disputed routing designation affects the petitioner or how it impedes through highway routing. If the routing designation being disputed results in alternative routing, then a comparative risk analysis for the designated route and the resulting alternative routing shall be provided.

(5) Describe any actions taken by the State or Indian tribe to resolve the dispute.

(6) Explain the reasons why the petitioner believes that the Administrator should intervene in resolving the dispute.

(7) Describe any proposed actions that the Administrator should take to resolve the dispute and how these actions would provide the greatest level of highway safety without unreasonably burdening commerce and would ensure compliance with the Federal standards established in this subpart.

(c) *Notice.* (1) Any State or Indian tribe that files a petition for dispute resolution under this subpart shall mail a copy of the petition to any affected State, political subdivision, or Indian tribe, accompanied by a statement that the State, political subdivision, or Indian tribe may submit comments regarding the petition to the Administrator within 45 days. (2) By serving notice on any other State, political subdivision, or Indian tribe determined by the Administrator to be possibly affected by the issues in dispute or the resolution sought, or by publication in the FEDERAL REGISTER, the Administrator may afford those persons an opportunity to file written comments on the petition. (3) Any affected State, political subdivision, or Indian tribe submitting written comments to the Administrator with respect to a petition filed under this section shall send a copy of the comments to the petitioner and certify to the Administrator as to having complied with this requirement. The Administrator may notify other persons

participating in the proceeding of the comments and provide an opportunity for those other persons to respond.

(d) *Court actions.* After a petition for dispute resolution is filed in accordance with this section, no court action may be brought with respect to the subject matter of such dispute until a final decision has been issued by the Administrator or until the last day of the one-year period beginning on the day the Administrator receives the petition, whichever occurs first.

(e) *Hearings; alternative dispute resolution.* Upon receipt of a petition filed pursuant to paragraph (a) of this section, the Administrator may schedule a hearing to attempt to resolve the dispute and, if a hearing is scheduled, will notify all parties to the dispute of the date, time, and place of the hearing. During the hearing the parties may offer any information pertinent to the resolution of the dispute. If an agreement is reached, it may be stipulated by the parties, in writing, and, if the Administrator agrees, made part of the decision in paragraph (f) of this section. If no agreement is reached, the Administrator may take the matter under consideration and announce his or her decision in accordance with paragraph (f) of this section. Nothing in this section shall be construed as prohibiting the parties from settling the dispute or seeking other methods of alternative dispute resolution prior to the final decision by the Administrator.

(f) *Decision.* The Administrator will issue a decision based on the petition, the written comments submitted by the parties, the record of the hearing, and any other information in the record. The decision will include a written statement setting forth the relevant facts and the legal basis for the decision.

(g) *Record.* The Administrator will serve a copy of the decision upon the petitioner and any other party who participated in the proceedings. A copy of each decision will be placed on file in the public docket. The Administrator may publish the decision or notice of the decision in the FEDERAL REGISTER.

[36 FR 4876, March 13, 1971, as amended at 72 FR 55703, Oct. 1, 2007]

397.77 Judicial review of dispute decision.

Any State or Indian tribe adversely affected by the Administrator's decision under Part 397.75 of this subpart may seek review by the appropriate district court of the United States under such proceeding only by filing a petition with such court within 90 days after such decision becomes final.

SUBPART D - ROUTING OF CLASS 7 (RADIOACTIVE) MATERIALS

397.101 Requirements for motor carriers and drivers.

(a) Except as provided in paragraph (b) of this section or in circumstances when there is only one practicable highway route available, considering operating necessity and safety, a carrier or any person operating a motor vehicle that contains a Class 7 (radioactive) material, as defined in 49 CFR 172.403, for which placarding is required under 49 CFR Part 172 shall:

- (1) Ensure that the motor vehicle is operated on routes that minimize radiological risk;
- (2) Consider available information on accident rates, transit time, population density and activities, and the time of day and the day of week during which transportation will occur to determine the level of radiological risk, and

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(3) Tell the driver which route to take and that the motor vehicle contains Class 7 (radioactive) materials.

(b) Except as otherwise permitted in this paragraph and in paragraph (f) of this section, a carrier or any person operating a motor vehicle containing a highway route controlled quantity of Class 7 (radioactive) materials, as defined in 49 CFR 173.403(l), shall operate the motor vehicle only over preferred routes.

(1) For purposes of this subpart, a preferred route is an Interstate System highway for which an alternative route is not designated by a State routing agency; a State-designated route selected by a State routing agency pursuant to Part 397.103; or both of the above.

(2) The motor carrier or the person operating a motor vehicle containing a highway route controlled quantity of Class 7 (radioactive) materials, as defined in 49 CFR 173.403(l) and (y), shall select routes to reduce time in transit over the preferred route segment of the trip. An Interstate System bypass or Interstate System beltway around a city, when available, shall be used in place of a preferred route through a city, unless a State routing agency has designated an alternative route.

(c) A motor vehicle may be operated over a route, other than a preferred route, only under the following conditions:

(1) The deviation from the preferred route is necessary to pick up or deliver a highway route controlled quantity of Class 7 (radioactive) materials, to make necessary rest, fuel or motor vehicle repair stops, or because emergency conditions make continued use of the preferred route unsafe or impossible;

(2) For pickup and delivery not over preferred routes, the route selected must be the shortest-distance route from the pickup location to the nearest preferred route entry location, and the shortest-distance route to the delivery location from the nearest preferred route exit location. Deviation from the shortest-distance pickup or delivery route is authorized if such deviation:

(i) Is based upon the criteria in paragraph (a) of this section to minimize the radiological risk; and

(ii) Does not exceed the shortest-distance pickup or delivery route by more than 25 miles and does not exceed 5 times the length of the shortest-distance pickup or delivery route.

(iii) Deviations from preferred routes, or pickup or delivery routes other than preferred routes, which are necessary for rest, fuel, or motor vehicle repair stops or because of emergency conditions, shall be made in accordance with the criteria in paragraph (a) of this section to minimize radiological risk, unless due to emergency conditions, times does not permit use of those criteria.

(d) A carrier (or a designated agent) who operates a motor vehicle which contains a package of highway route controlled quantity of Class 7 (radioactive) materials, as defined in 49 CFR 173.403(l), shall prepare a written route plan and supply a copy before departure to the motor vehicle driver and a copy to the shipper (before departure for exclusive use shipments, as defined in 49 CFR 173.403(i), or within fifteen working days following departure for all other shipments). Any variation between the route plan and routes actually used, and the reason for it, shall be reported in an amendment to the route plan delivered to the shipper as soon as practicable but within 30 days following the deviation. The route plan shall contain:

(1) A statement of the origin and destination points, a route selected in compliance with this section, all planned stops, and estimated departure and arrival times; and

(2) Telephone numbers which will access emergency assistance in each State to be entered.

(e) No person may transport a package of highway route controlled quantity of Class 7 (radioactive) materials on a public highway unless:

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- (1) The driver has received within the two preceding years, written training on:
 - (i) Requirements in 49 CFR Parts 172, 173 and 177 pertaining to the Class 7 (radioactive) materials transported; and
 - (ii) The properties and hazards of the Class 7 (radioactive) materials being transported; and
 - (iii) Procedures to be followed in case of an accident or other emergency.
- (2) The driver has in his or her immediate possession a certificate of training as evidence of training required by this section, and a copy is placed in his or her qualification file (see Part 391.51 of this subchapter), showing:
 - (i) The driver's name and operator's license number;
 - (ii) The dates training was provided;
 - (iii) The name and address of the person providing the training;
 - (iv) That the driver has been trained in the hazards and characteristics of highway route controlled quantity of Class 7 (radioactive) materials; and
 - (v) A statement by the person providing the training that information on the certificate is accurate.
- (3) The driver has in his or her immediate possession the route plan required by paragraph (d) of this section and operates the motor vehicle in accordance with the route plan.
- (f) A person may transport irradiated reactor fuel only in compliance with a plan if required under 49 CFR 173.22(c) that will ensure the physical security of the material. Variation for security purposes from the requirements of this section is permitted so far as necessary to meet the requirements imposed under such a plan, or otherwise imposed by the U. S. Nuclear Regulatory Commission in 10 CFR Part 73.
- (g) Except for packages shipped in compliance with the physical security requirements of the U. S. Nuclear Regulatory Commission in 10 CFR Part 73, each carrier who accepts for transportation a highway route controlled quantity of Class 7 (radioactive) material (see 49 CFR 173.401(l)), must, within 90 days following the acceptance of the package, file the following information concerning the transportation of each such package with the Office of Enforcement and Compliance (MC-EC), Federal Motor Carrier Safety Administration, 1200 New Jersey Ave., SE., Washington, DC 20590-0001;
 - (1) The route plan required under paragraph (d) of this section, including all required amendments reflecting the routes actually used;
 - (2) A statement identifying the names and addresses of the shipper, carrier and consignee; and
 - (3) A copy of the shipping paper or the description of the Class 7 (radioactive) material in the shipment required by 49 CFR 172.202 and 173.203.

[57 FR 44131, Sep 24, 1992, as amended at 66 FR 49874, Oct 1, 2001; 72 FR 55703, Oct 1, 2007]

397.103 Requirements for State routing designations.

(a) The State routing agency, as defined in Part 397.201(c), shall select routes to minimize radiological risk using “Guidelines for Selecting Preferred Highway Routes for Highway Route Controlled Quantity Shipments of Radioactive Materials,” or an equivalent routing analysis which adequately considers overall risk to the public. Designations must be preceded by substantive consultation with affected local jurisdictions and with any other affected States to ensure consideration of all impacts and continuity of designated routes.

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(b) State routing agencies may designate preferred routes as an alternative to, or in addition to, one or more Interstate System highways, including interstate system bypasses, or Interstate System beltways.

(c) A State-designated route is effective when-

(1) The State gives written notice by certified mail, return receipt requested, to the Federal Motor Carrier Safety Administration, Office of Enforcement and Compliance (MC-EC), Attn: National Hazardous Materials Route Registry, 1200 New Jersey Ave., SE., Washington, DC 20590-0001.

(2) Receipt thereof is acknowledged in writing by the FMCSA.

(d) A list of State-designated preferred routes and a copy of the "Guidelines for Selecting Preferred Highway Routes for Highway Route Controlled Quantity Shipments of Radioactive Materials," are available upon request to Office of Enforcement and Compliance (MC-EC), 1200 New Jersey Ave., SE., Washington, DC 20590-0001.

[57 FR 44131, Sept. 24, 1992, as amended at 66 FR 49874, Oct 1, 2001; 72 FR 55703, Oct 1, 2007]

SUBPART E - PREEMPTION PROCEDURES

Source: 57 FR 44132, Sept. 24, 1992, unless otherwise noted.

397.201 Purpose and scope of the procedures.

(a) This subpart prescribes procedures by which:

(1) Any person, including a State, political subdivision thereof, or Indian tribe, directly affected by any highway routing designation for hazardous materials may apply to the Administrator for a determination as to whether that highway routing designation is preempted under 49 U.S.C. 5125, or Part. 397.69 or Part. 397.203; and

(2) A State, political subdivision thereof, or Indian tribe may apply to the Administrator for a waiver of preemption with respect to any highway routing designation that the State, political subdivision thereof, or Indian tribe acknowledges to be preempted by 49 U.S.C. 5125, or Part. 397.69 or Part. 397.203, or that has been determined by a court of competent jurisdiction to be so preempted.

(b) Unless otherwise ordered by the Administrator, an application for a preemption determination which includes an application for a waiver of preemption will be treated and processed solely as an application for a preemption determination.

(c) For purposes of this part:

Act means 49 U.S.C. 5101 *et seq.*, formerly known as the Hazardous Materials Transportation Act.

Administrator means the Federal Highway Administrator, who is the chief executive of the Federal Motor Carrier Safety Administration, an agency of the United States Department of Transportation, or his/her designate.

Hazardous material means a substance or material, including a hazardous substance, which has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, or property, when transported in commerce, and which has been so designated.

Indian tribe has the same meaning as contained in section 4 of the Indian Self-Determination and Education Act, 25 U.S.C. 450b.

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Person means an individual, firm, co-partnership, corporation, company, association, joint-stock association, including any trustee, receiver, assignee, or similar representative thereof, or government, Indian tribe, or agency or instrumentality of any government or Indian tribe when it offers hazardous materials for transportation in commerce or transports hazardous materials in furtherance of a commercial enterprise, but such term does not include the United States Postal Service.

Political subdivision includes a municipality; a public agency or other instrumentality of one or more States, or a public corporation, board, or commission established under the laws of one or more States.

Routing agency means the State highway agency or other State agency designated by the Governor of the State, or an agency designated by an Indian tribe, to supervise, coordinate, and approve the highway routing designations for that State or Indian tribe. Any highway routing designation made by a political subdivision of a State shall be considered a designation made by that State.

Routing designation includes any regulation, limitation, restriction, curfew, time of travel restriction, lane restriction, routing ban, port-of-entry designation, or route weight restriction applicable to the highway transportation of hazardous materials over a specific highway route or portion of a route.

State means a State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, the Virgin Islands, American Samoa, Guam, or any other territory or possession of the United States designated by the Secretary.

[57 FR 44132, Sept. 24, 1992, as amended at 59 FR 51834, Oct. 12, 1994]

397.203 Standards for determining preemption.

(a) Any highway routing designation established, maintained, or enforced by a State, political subdivision thereof, or Indian tribe is preempted if-

- (1) Compliance with both the highway routing designation and any requirement under the Act or of a regulation issued under the Act is not possible;
- (2) The highway routing designation as applied or enforced creates an obstacle to the accomplishment and execution of the Act or the regulations issued under the Act; or
- (3) The highway routing designation is preempted pursuant to Part 397.69(b).

(b) [Reserved].

(57 FR 44132, Sept. 24, 1992, as amended at 59 FR 51834, Oct. 12, 1994]

397.205 Preemption application.

(a) Any person, including a State, political subdivision thereof, or Indian tribe directly affected by any highway routing designation of another State, political subdivision, or Indian tribe, may apply to the Administrator for a determination of whether that highway routing designation is preempted by the Act or Part 397.203 of this subpart. The Administrator shall publish notice of the application in the FEDERAL REGISTER.

(b) Each application filed under this section for a determination must:

- (1) Be submitted to the Administrator, Federal Motor Carrier Safety Administration, 1200 New Jersey Ave., SE., Washington, D.C. 20590-0001. Attention: Office of the Chief Counsel, Enforcement and Litigation Division (MC-CCE), Hazardous Materials Preemption;

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- (2) Set forth a detailed description of the highway routing designation of the State, political subdivision thereof, or Indian tribe for which the determination is sought;
 - (3) If applicable, specify the provisions of the Act or the regulations issued under the Act under which the applicant seeks preemption of the highway routing designation of the State, political subdivision thereof, or Indian tribe;
 - (4) Explain why the applicant believes the highway routing designation of the State, political subdivision thereof, or Indian tribe should or should not be preempted under the standards of Part 397.203; and
 - (5) State how the applicant is affected by the highway routing designation of the State, political subdivision thereof, or Indian tribe.
- (c) The filing of an application for a determination under this section does not constitute grounds for noncompliance with any requirement of the Act or any regulation issued under the Act.
 - (d) Once the Administrator has published notice in the FEDERAL REGISTER of an application received under paragraph (a) of this section, no applicant for such determination may seek relief with respect to the same or substantially the same issue in any court until final action has been taken on the application or until 180 days after filing of the application, whichever occurs first. Nothing in this section shall be construed as prohibiting any person, including a State, political subdivision thereof, or Indian tribe, directly affected by any highway routing designation from seeking a determination of preemption in any court of competent jurisdiction in lieu of applying to the Administrator under paragraph (a) of this section.

[57 FR 44132, Sept. 24, 1992, as amended at 72 FR 55703, Oct 1, 2007]

397.207 Preemption notice.

- (a) If the applicant is other than a State, political subdivision thereof, or Indian tribe, the applicant shall mail a copy of the application to the State, political subdivision thereof, or Indian tribe concerned, accompanied by a statement that comments may be submitted regarding the application to the Administrator within 45 days. The application filed with the Administrator must include a certification that the applicant has complied with this paragraph and must include the names and addresses of each official to whom a copy of the application was sent.
- (b) The Administrator may afford interested persons an opportunity to file written comments on the application by serving notice on any persons readily identifiable by the Administrator as persons who will be affected by the ruling sought or by the publication in the FEDERAL REGISTER.
- (c) Each person submitting written comments to the Administrator with respect to an application filed under this section shall send a copy of the comments to the applicant and certify to the Administrator that he or she has complied with this requirement. The Administrator may notify other persons participating in the proceeding of the comments and provide an opportunity for those other persons to respond.

397.209 Preemption processing.

- (a) The Administrator may initiate an investigation of any statement in an application and utilize in his or her evaluation any relevant facts obtained by that investigation. The Administrator may solicit and accept submissions from third persons relevant to an application and will provide the applicant an opportunity to respond to all third person submissions. In evaluating an application, the Administrator

may consider any other source of information. The Administrator may convene a hearing or conference, if a hearing or conference will advance the evaluation of the application.

- (b) The Administrator may dismiss the application without prejudice if:
 - (1) he or she determines that there is insufficient information upon which to base a determination; or
 - (2) he or she requests additional information from the applicant and it is not submitted.

397.211 Preemption determination.

(a) Upon consideration of the application and other relevant information received, the Administrator issues a determination.

(b) Notwithstanding that an application for a determination has not been filed under Part 397.205, the Administrator, on his or her own initiative, may issue a determination as to whether a particular highway routing designation of a State, political subdivision thereof, or Indian tribe is preempted under the Act or the regulations issued under the Act.

(c) The determination includes a written statement setting forth the relevant facts and the legal basis for the determination, and provides that any person aggrieved thereby may file a petition for reconsideration within 20 days in accordance with Part 397.223.

(d) Unless the determination is issued pursuant to paragraph (b) of this section, the Administrator serves a copy of the determination upon the applicant. In all preemption determinations, the Administrator serves a copy of the determination upon any other person who participated in the proceeding or who is readily identifiable by the Administrator as affected by the determination. A copy of each determination is placed on file in the public docket. The Administrator may publish the determination or notice of the determination in the FEDERAL REGISTER.

(e) If no petition for reconsideration is filed within 20 days in accordance with Part 397.223, a determination issued under this section constitutes the final agency decision as to whether a particular highway routing designation of a State, political subdivision thereof, or Indian tribe is preempted under the Act or regulations issued thereunder. The fact that a determination has not been issued under this section with respect to a particular highway routing designation of a State, political subdivision thereof, or Indian tribe carries no implication as to whether the requirement is preempted under the Act or regulations issued thereunder.

397.213 Waiver of preemption application.

(a) Any State, political subdivision thereof, or Indian tribe may apply to the Administrator for a waiver of preemption with respect to any highway routing designation that the State, political subdivision thereof, or Indian tribe acknowledges to be preempted by the Act, Part 397.203 of this subpart, or a court of competent jurisdiction. The Administrator may waive preemption with respect to such requirement upon a determination that such requirement-

- (1) Affords an equal or greater level of protection to the public than is afforded by the requirements of the Act or regulations issued under the Act, and
- (2) Does not unreasonably burden commerce.

(b) Each application filed under this section for a waiver of preemption determination must:

- (1) Be submitted to the Administrator, Federal Motor Carrier Safety Administration, 1200 New Jersey Ave., SE., Washington, D.C. 20590-0001. Attention: Office of the Chief Counsel, Enforcement and Litigation Division (MC-CCE), Hazardous Materials Preemption Docket;

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- (2) Set forth a detailed description of the highway routing designation of the State, political subdivision thereof, or Indian tribe for which the determination is being sought;
- (3) Include a copy of any relevant court order or determination issued pursuant to Part 397.211;
- (4) Contain an express acknowledgement by the applicant that the highway routing designation of the State, political subdivision thereof, or Indian tribe is preempted under the Act or the regulations issued under the Act, unless it has been so determined by a court of competent jurisdiction or in a determination issued under this subpart;
- (5) Specify each provision of the Act or the regulations issued under the Act that preempts the highway routing designation of the State, political subdivision thereof, or Indian tribe;
- (6) State why the applicant believes that the highway routing designation of the State, political subdivision thereof, or Indian tribe affords an equal or greater level of protection to the public than is afforded by the requirements of the Act or the regulations issued under the Act;
- (7) State why the applicant believes that the highway routing designation of the State, political subdivision thereof, or Indian tribe does not unreasonably burden commerce; and
- (8) Specify what steps the State, political subdivision thereof, or Indian tribe is taking to administer and enforce effectively the preempted requirement.

[57 FR 44132, Sept. 24, 1992, as amended at 72 FR 55703, Oct 1, 2007]

397.215 Waiver notice.

- (a) The applicant State, political subdivision thereof, or Indian tribe shall mail a copy of the application and any subsequent amendments or other documents relating to the application to each person whom the applicant reasonably ascertains will be affected by the determination sought. The copy of the application must be accompanied by a statement that the person may submit comments regarding the application to the Administrator within 45 days. The application filed with the Administrator must include a certification that the application has complied with this paragraph and must include the names and addresses of each person to whom the application was sent.
- (b) Notwithstanding the provisions of paragraph (a) of this section, if the State, political subdivision thereof, or Indian tribe determines that compliance with paragraph (a) of this section would be impracticable, the applicant shall:
 - (1) Comply with the requirements of paragraph (a) of this section with regard to those persons whom it is reasonable and practicable to notify; and
 - (2) Include with the application filed with the Administrator a description of the persons or class or classes of persons to whom notice was not sent.
- (c) The Administrator may require the applicant to provide notice in addition to that required by paragraphs (a) and (b) of this section, or may determine that the notice required by paragraph (a) of this section is not impracticable, or that notice should be published in the FEDERAL REGISTER.
- (d) The Administrator may serve notice on any other persons readily identifiable by the Administrator as persons who will be affected by the determination sought and may afford those persons an opportunity to file written comments on the application.
- (e) Any person submitting written comments to the Administrator with respect to an application filed under this section shall send a copy of the comments to the applicant. The person shall certify to the Administrator that he or she has complied with the requirements of this paragraph. The

Administrator may notify other persons participating in the proceeding of the comments and provide an opportunity for those other persons to respond.

397.217 Waiver processing.

(a) The Administrator may initiate an investigation of any statement in an application and utilize any relevant facts obtained by that investigation. The Administrator may solicit and accept submissions from third persons relevant to an application and will provide the applicant an opportunity to respond to all third person submissions. In evaluating an application, the Administrator may convene a hearing or conference, if a hearing or conference will advance the evaluation of the application.

(b) The Administrator may dismiss the application without prejudice if:

(1) He or she determines that there is insufficient information upon which to base a determination;

(2) Upon his or her request, additional information is not submitted by the applicant;
or

(3) The applicant fails to provide the notice requires by this subpart.

(c) Except as provided in this subpart, the Administrator will only consider an application for a waiver of preemption determination if:

(1) The applicant expressly acknowledges in its application that the highway routing designation of the State, political subdivision thereof, or Indian tribe for which the determination is sought is preempted by the Act or the regulations thereunder; or

(2) The highway routing designation of the State, political subdivision thereof, or Indian tribe has been determined by a court of competent jurisdiction or in a determination issued pursuant to Part 397.211 to be preempted by the Act or the regulations issued thereunder.

(d) When the Administrator has received all substantive information necessary to process an application for a waiver of preemption determination, notice of that fact will be served upon the applicant. Additional notice to all other persons who received notice of the proceeding may be served by publishing a notice in the FEDERAL REGISTER.

397.219 Waiver determination and order.

(a) Upon consideration of the application and other relevant information received or obtained during the proceeding, the Administrator issues an order setting forth his or her determination.

(b) The Administrator may issue a waiver of preemption order only if he or she finds that the requirement of the State, political subdivision thereof, or Indian tribe affords the public a level of safety at least equal to that afforded by the requirements of the Act and the regulations issued under the Act and does not unreasonably burden commerce. In determining whether the requirement of the State, political subdivision thereof, or Indian tribe unreasonably burdens commerce, the Administrator may consider the following factors:

(1) The extent to which increased costs and impairment of efficiency result from the highway routing designation of the State, political subdivision thereof, or Indian tribe;

(2) Whether the highway routing designation of the State, political subdivision thereof, or Indian tribe has a rational basis;

(3) Whether the highway routing designation of the State, political subdivision thereof, or Indian tribe achieves its stated purpose; and

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(4) Whether there is need for uniformity with regard to the subject concerned and if so, whether the highway routing designation of the State, political subdivision thereof, or Indian tribe competes or conflicts with those of other States, political subdivisions thereof, or Indian tribes.

(c) The order includes a written statement setting forth the relevant facts and the legal basis for the determination, and provides that any person aggrieved by the order may file a petition for reconsideration in accordance with Part 397.223.

(d) The Administrator serves a copy of the order upon the applicant, any other person who participated in the proceeding and upon any other person readily identifiable by the Administrator as one who may be affected by the order. A copy of each order is placed on file in the public docket. The Administrator may publish the order or notice of the order in the FEDERAL REGISTER.

(e) If no petition for reconsideration is filed within 20 days in accordance with Part 397.223, an order issued under this section constitutes the final agency decision regarding whether a particular requirement of a State, political subdivision thereof, or Indian tribe is preempted under the Act or any regulations issued thereunder, or whether preemption is waived.

397.221 Timeliness.

If the Administrator fails to take action on the application within 90 days of serving the notice required by Part 397.217(d), the applicant may treat the application as having been denied in all respects.

397.223 Petition for reconsideration.

(a) Any person aggrieved by an order issued under Part 397.211 or Part 397.219 may file a petition for reconsideration with the Administrator. The petition must be filed within 20 days of service of the determination or order issued under the above sections.

(b) The petition must contain a concise statement of the basis for seeking reconsideration, including any specific factual or legal errors, or material information not previously available.

(c) The petitioner shall mail a copy of the petition to each person who participated, either as an applicant or routing, in the waiver of preemption proceeding, accompanied by a statement that the person may submit comments concerning the petition to the Administrator within 20 days. The petition filed with the Administrator must contain a certification that the petitioner has complied with this paragraph and include the names and addresses of all persons to whom a copy of the petition was sent.

(d) The Administrator's decision under this section constitutes the final agency decision. If no petition for reconsideration is filed under this section, then the determination issued under Part 397.211 or 397.219 becomes the final agency decision at the end of the 20 day period.

397.225 Judicial review.

A party to a proceeding under Part 397.205(a), 397.213(a), or 397.223(a) may seek review by the appropriate district court of the United States of the decision of the Administrator under such proceeding only by filing a petition with such court within 60 days after the final agency decision.

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