Hazardous Material (HAZMAT) Training for Packaging and Transportation Personnel Process Guidance

References: Refer to Enclosure 1.

1. PURPOSE

   a. This instruction specifies how DLA satisfies HAZMAT training requirements. It provides the names and locations of DOD-approved HAZMAT schools and training facilities. It lists positions affected by this HAZMAT training requirement. It provides methods for managing the training, identifying personnel requiring HAZMAT training, monitoring the 24-month training requirement, monitoring training received and evaluating training.

   b. Ensure employees and contractors who perform as either HAZMAT packagers or transporters take specific HAZMAT training, either at a school or on-the-job.

2. APPLICABILITY This instruction applies to DLA employees and contractors who package or transports HAZMAT material that must satisfy HAZMAT training requirements.

3. POLICY


   a. It is DLA policy that all DLA civilians, military and contractor personnel who receive, ship, handle or package HAZMAT receive HAZMAT training to ensure the safe handling, packaging and transportation of HAZMAT.

   b. HAZMAT employees must take coursework covering the HAZMAT jobs they perform. Failure of a supervisor to provide and for the employee to receive the requisite HAZMAT training is a federal violation, in accordance with 49 CFR 172.702, Subpart H and 49 CFR 172.704 (c)(4).

   c. Safe packaging and transport of HAZMAT is essential to the DLA mission. Hazardous material training and all related administrative requirements are the responsibility of the contractor.

   d. All DoD/DLA employees must receive follow on HAZMAT training every 24 months.
4. RESPONSIBILITIES

a. It is the responsibility of the Transportation Officer to comply with DOD guidance, to ensure that every employee is educated with HAZMAT training which is appropriate to the employee’s function.

b. Is is the responsibility of the Transportation Officer to comply with DoD guidance, to ensure that every employee training is confirmed in the employee’s personnel file.

c. DLA employees and contractors who package and transport HAZMAT must receive training in the following categories:


   2) Refresher training every 24 months, IAW 49 CFR § 172.704.

   3) HAZMAT packers and transporters who perform other-related functions, IAW 49 CFR § 172.704.

   4) General awareness/familiarization, IAW 49 CFR § 172.704 (a) (1).

   5) Function-specific, IAW 49 CFR § 172.704 (a) (2)

   6) Safety, IAW 49 CFR § 172.704 (a) (3)

   7) Security Awareness training, IAW 49 CFR § 172.704 (a) (4)


   9) HAZMAT Organic/Military Driver Training, IAW 49 CFR § 172.704


5. PROCEDURES

a. Monitor training requirements.

   1) Review the employees and positions.

   2) Review and plan for training.

b. Identify individual training requirements.
1) Transporters and packagers who certify shipments/shipping papers, require certification training.

2) All others require position-specific HAZMAT training.

3) Transporters and packagers under a DLA contract to operate distribution depots.

c. Take certification training.

d. Training for HAZMAT certifiers; e.g., those personnel whose name is identified below the HAZMAT certification statement on the shipping papers. (resident, on-site)

1) Hazardous Material Preparer Course (Resident or Mobile), L3AZR2T051 00AA (Resident) or L7AZT2T051 00AA (Mobile), Lackland Air Force Base, Texas. (resident or on-site, only)

2) Technical Transportation of Hazardous Materials AMMO-62, DAC. (resident or on-site, only)

3) School of Military Packaging Technology, Aberdeen Proving Grounds, MD 21005, Defense Packaging of Hazardous Materials for Transportation, 8B-F7 (resident or on-site, only)

4) Transportation of Hazardous Material, A-822-0012, Navy Supply Corps School, Athens, GA. (resident or on-site, only) VTC is approved for one-week refresher training.

5) Distribution depots that are operated by a Contractor are required to complete the DOD approved schools in order to certify hazardous materials shipped from a DLA distribution depot. All Performance Work Statements (PWS) must identify the requirements herein.

e. Take HAZMAT related training for specific positions; DLA HAZMAT personnel who perform related functions; involved in handling, movement, marking, administrative support, operate forklift or truck, shall receive the following training:

1) General awareness/familiarization.

2) Function-specific. See: R-530 (PC-P0P) of the DLA Environmental Training Plan.

3) Receive recurrent training, IAW Defense Transportation Regulation (DTR), DTR 4500.9-R, Part II, Chapter 204

4) Only HQ DLA process owner (HQ DLA, J-3314), through the Defense Distribution Center (DDC) Workforce Development, Defense Supply Centers (DSCs) and the Defense Reutilization and Marketing Service (DRMS), may grant up to a 60-day extension for the HAZMAT training requirement, during which the eligible personnel must receive training.

   a) The request must be submitted to HQ DLA in writing prior to the employee’s certification deadline.
b) If it is received after their deadline, the employee must re-take the initial
certification training

g. Recurrent training requirements apply after the initial training is successfully completed.

1) Record HAZMAT testing and training in personnel file in the DLA Learning
Management System (LMS)).

2) Record all HAZMAT courses and name of schoolhouse in personnel file; e.g., DLA
LMS

3) Include dates of completion and date of training expiration in the DLA Learning
Management System (LMS)


i. Training for personnel who certify shipping papers: e.g., the bill of lading, Shippers
Declaration of Dangerous Goods, IMO documentation, or the DD Form 836, the Dangerous
Goods Shipping Paper/Declaration and Emergency Information for Hazardous Materials
Transported by Government Vehicles/Containers or Vessel, by any mode, for packaging and
transportation, require HAZMAT certification training from one of the following sources (IAW
DTR, Part II, Chapter 204 D.):

1) Hazardous Material Preparer Course, L3AZR2T051 00AA (Resident) or
L7AZT2T051 00AA (Mobile), Lackland Air Force Base (AFB), 342 TRS/TTTD, Lackland

2) Technical Transportation of Hazardous Materials, course # AMMO-62 (formerly
AMMO-
L-17), DAC. http://www.dac.army.mil/; register with Army DAC before viewing courses.

3) Defense Packaging of Hazardous Materials for Transportation, course # 8B-F7/822-
F7 (JT) Defense Management Education and Training Program, at http://smpt.apg.army.mil/DESC/8B-
F7.htm.
4) Transportation of Hazardous Material, course # A-822-0012, Navy Supply Corps School, found at https://www.netc.navy.mil/centers/css/nscs/default.cfm?fa=training.getTraining&CRSid=21

j. Refresher training requirements apply after the initial certification training is [successfully] completed, after 24 months. (NOTE: For the Defense Distribution Depots, only HQ DLA process owners, through the DDC Forward Presence personnel, may grant a 60-day extension to the training requirement during which the eligible personnel must receive training. The request must be submitted to DLA HQ in writing prior to the employee’s certification deadline. If it is received after their deadline, they must apply to take the initial certification training. (See Enclosure 2.) The authorized HAZMAT refresher training sources are:


k. DLA HAZMAT personnel who perform the related HAZMAT functions, but who either do not certify HAZMAT shipments or do not have the responsibility to tender the HAZMAT shipment, but are involved in handling, movement, marking (other than the certifier's mark), provide direct administrative support for transportation of HAZMAT or operate organize transport vehicles (including forklift, truck or rail), shall receive the following training:

1) General awareness/familiarization training.

2) Function-specific training. Refer to R-530 (PC-POP) of the DLA Environmental Training Plan. NOTE: This training is accomplished for depots through DDC-J-3/J-4.

3) Safety training. This training includes emergency response information, employee protection from HAZMAT in the workplace, methods and procedures to avoid HAZMAT accidents, and Occupational Safety & Health Act Environmental Protection Agency training to comply with the hazard communication program. The training is available through the DLA Training Center.

4) HAZMAT Organic/Military Driver training.

5) HAZMAT loading/unloading personnel must be trained and complete a HAZMAT awareness course.

   (a) HAZMAT Transportation Safety Familiarization (computer-based training)) # AMMO-67-CBT, taught by DAC http://www.dac/army.mil/as


1. Contractor personnel: HAZMAT training requirements for contractor personnel must be included in the contract Performance Work Statements (PWS) for DLA activities under CIRCULAR NO. A-76, competitive sourcing actions, and must include a requirement for the contractor personnel to take the hazardous materials training from one of the DOD hazardous materials training schools identified in this DLA Instruction.

6. EFFECTIVE DATE April 2, 2004

Ella Studer
Director, DLA Enterprise Support

ENCLOSURE(S)

1. References
Enclosure 1
References


2. DLA Environmental Training Plan (the Green Book) is found at http://www.dtc.dla.mil/env.


4. 49 Code of Federal Regulation (CFR) Part 172.704, Training Requirements, with exception of the DOD training requirement every 24 months, vice every three (3) years


6. 
Enclosure 2

DEFESE LOGISTICS AGENCY
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MEMORANDUM FOR COMMANDERS, DEFENSE SUPPLY CENTERS
COMMANDER, DEFENSE DISTRIBUTION CENTER
DIRECTOR, DLA TRAINING CENTER

SUBJECT: Hazardous Materials Training Requirements

For over 40 years, the Department of Defense packaging community has depended on
the School of Military Packaging Technology (SMPT) in Aberdeen, Maryland to provide military
packaging training and certification for those employees who prepare hazardous materials for
transport.

In October 2008, this function transferred from SMPT to the Defense Ammunition Center
(DAC) in McAlester, Oklahoma. DLA’s training requirements were not included in DAC’s budget
for FY09 or FY10. Therefore, limited resources are available to meet DLA’s training requirements.

Personnel identified to certify hazardous materials for shipment must complete an initial
2-week instructor-lead training course in accordance with DLA Instruction (DLAI) 4145.41,
Packaging of Hazardous Materials and DLAI 4145.3, Preparing Hazardous Materials for Military
Air Shipment. The DLA Training Center is working closely with DAC to schedule DLA’s initial
training courses utilizing approved schools.

Personnel who have completed the initial course must satisfy the 24-month refresher
training requirement also defined in the DL A Instructions above. It is recommended that those
employees who are required to complete the refresher training utilize the Air Force’s exportable
training course number L6AZS2T000 00. Although this course may not be your Command’s or
employees’ most desirable means of instruction, there are no travel costs and the course requires
limited resources to complete. The only resource that is required is to have a qualified Proctor
present to administer the final examination. This memorandum authorizes designated training
coordinators at the DSCs and DDC depots to proctor this exam.

If there are additional questions regarding this issue, please contact our policy point of
contact, Ms. Vickie Edgar at vickie.edgar@dlaw.mil or 703-767-6582.

MICHAEL SCOTT
Executive Director
Material Policy, Process & Assessment