Hazardous Material Transportation Security Requirement

References: Refer to Enclosure 1.

1. PURPOSE Transportation Officers (TO) must establish and have a HAZMAT Transportation Security Plan in place for their location to ensure the transport security of HAZMAT materials transported from their DLA facility.

2. APPLICABILITY

   a. This DLA Instruction is authorized under a requirement from the U.S. Department of Transportation (DOT), Research and Special Programs Administration (RSPA), under DOT HM-232.

   b. Each hazardous material (HAZMAT) employee must receive training that provides an awareness of the security risks associated with the transportation of HAZMAT.

   c. As of September 25, 2003, every HAZMAT shipper that offers for transportation or transport in commerce one or more of the materials listed in Title 49, Code of Federal Regulations, Part 172, Sub. I, section 172.800(b), must have a prepared written Transportation Security Plan.

   d. The Transportation Security Plan must be in compliance with DOT security requirements, 49 CFR Part 172-704 (a)(4), for Security Awareness Training, RSPA-03 (HM-232C)

   e. Per 49 CFR 172-704(a)(5), each HAZMAT shipper required to have a security plan must train each HAZMAT employee concerning the plan and its implementation.

   f. The HAZMAT security training must include a component covering how to recognize and respond to possible security threats.

3. POLICY

   a. DLA Transportation Officers (TO) must have a HAZMAT Transportation Security Plan to ensure security of the transport of HAZMAT from a DLA facility.

   b. The DOT requires a HAZMAT Transportation Security Plan from persons who offer for transportation one or more of the HAZMAT identified below or who offer a select agent or toxin regulated by the Centers for Disease Control and Prevention (CDC), found at 42 CFR § 73.0. (NOTE: If the DLA facility/activity does not physically store HAZMAT, they are exempt from requiring a HAZMAT Transportation Security Plan; the facility security is the responsibility of the person generating the HAZMAT.)

   c. The DLA shipper must comply with the requirement to ensure the HAZMAT is transported securely.

   d. Each person who offers a HAZMAT for transport must develop/adhere to a HAZMAT Transportation Security Plan; specific types are identified at 5. Procedures
e. A DLA installation/facility must have a written HAZMAT Transportation Security Plan

4. RESPONSIBILITIES


b. The requirements identifies procedures all DLA installation / facilities to comply with to ensure shipments are transported securely.


d. Failure to provide the requisite HAZMAT security training is a federal violation and subject to penalty per 49 CFR Part 107.329 and 49 CFR Part 107, Subpart D, Appendix A

5. PROCEDURES

a. HAZMAT is essential to the economy of the United States and the well being of its people and the security of the material is essential.

1) According to the Secretary of Transportation, during testimony given September 30, 2003, more than 800,000 shipments of hazardous materials move across the United States in legitimate commerce daily.

2) Many of these materials are part of our everyday life; e.g., batteries, hairspray, oxygen tanks, gasoline and fuel oil, and chemicals that are contained in medicine. Millions of tons of HAZMAT are transported every day within the United States, moving by all modes, air, train, truck, or vessel, in quantities ranging from several ounces to many thousands of gallons. HAZMAT is materials and substances that may pose a threat to public safety or the environment during transportation because of their physical, chemical or radioactive/ nuclear properties.

3) Transportation Security Checklist: A shipper/receiver security checklist from the DOT, RSPA, is found at Enclosure 2.

b. Identify HAZMAT involved in the shipment transport

1) Highway route-controlled quantity of Class 7 (radioactive)

2) More than 25 kg (55 pounds) of a Division 1.1, 1.2, or 1.3 (explosives and ammunition)

3) More than one liter (1.06 quart), per package, of poisonous by inhalation (PBI)

4) Shipment of a quantity of HAZMAT in a bulk packaging equal to or greater than 13,248 liters (3,500 gallons) for liquids or gases/more than 13.24 cubic meters (468 cubic feet) for solids

5) Shipment in other than a bulk packaging of 2,268 kg (5,000 pounds) gross weight or more of a single class of placarded HAZMAT

6) Select agent or toxin regulated by the Centers for Disease Control http://www.cdc.gov/od/sap/docs/salist.pdf
7) Placarded quantity of any HAZMAT 4.6.2. Research HAZMAT transportation security regulations

c. Review available DOD and DLA documentation

1) Determine HAZMAT transportation security compliance with regulations; if in compliance, ship material

2) Ensure shipper reviews regulations for compliance

3) Ensure employees are trained IAW DLA, DOD and Federal security requirements.

4) Prepare written transportation security plan if regulations and policy do not satisfy the requirement

   (a) Personnel security elements
   (b) Unauthorized access to facility and material
   (c) Enroute security
   (d) Training
   (e) Responsibility


e. Evaluate HAZMAT transportation security plan and review to determine compliance with HM-232C; a sample HAZMAT Transportation Security Plan, IAW 49 CFR Part 172.802 (Enclosure 4).

f. Personnel Security: DLA facility investigations of federal government employees, including those who handle HAZMAT, include:

1) FBI name and fingerprint checks

2) Credit checks

3) Local (Home of Record) and State Police law enforcement checks

4) Residence checks going back seven years

5) Verification of person’s reliability with three listed character references

6) Verification of employment going back seven (7) years

7) Personal interview with a United States Investigations Service (USIS) investigator, for those positions designated critical sensitive

8) Verification of military duty, if applicable

9) Check in the Defense Clearances and Investigations Index (DCII) for any military/criminal dossiers

g. Facility Security (from DRMS)
1) (Name of facility) is located on (name of installation). The (name of installation) is located approximately x miles (identify compass direction; e.g., north, east, etc.) of (nearest city, state, or Interstate highway), and is accessible using (name of nearest airport).

2) Entry onto the installation is controlled by the installation security force on a 24-hour 7 days a week. The security force also patrols the installation on a 24-hour per day basis.

3) HAZMAT (is/is not) stored at Building __. Hazardous waste (DRMS, only) (is/is not) stored on the facility in Building __. These buildings (are/are not) located within the facility compound. The facility is protected by industry standard chain link security fencing, topped with top guard outriggers.

4) During non-duty hours, facility gates and doors are closed and locked.

5) Designated DLA facility personnel perform daily yard and equipment checks to inspect for evidence of unauthorized entry. Notify the law enforcement for unauthorized entry. The facility must also forward this information to HQ DLA via situation reporting (SITREP) security procedure. Any quantity of missing HAZMAT shall immediately be reported to appropriate authorities.

6) The facility maintains positive control of all keys and locks in accordance with DLA security criteria.

7) The installation establishes specific protocols for Force Protection Condition (FPCON) implementation.

8) All applicable provisions of 40 CFR Part 262, 264, 265 (hazardous waste) are met.

9) Access to HAZMAT within the facility is restricted to authorized personnel, only.

10) All other personnel must register and be escorted. All visitors must be able to produce a photo identification (e.g., driver’s license, ID badge) at time of registration and at all times.


12) The facility conducts periodic inventories of HAZMAT to determine if loss or theft has occurred.

13) After-hours access to HAZMAT is restricted to emergencies or mission-essential activities.

14) Request crime-prevention surveys are conducted by local law enforcement/security officials.

15) Local law enforcement officials include the DLA facility during after-hour surveillance schedules.

16) Maintain continuous liaison with local law enforcement, to remain aware of any increases in threats, crime trends or other identified vulnerabilities.

17) Access to HAZMAT storage areas is limited to a single entry point.

18) Visitors must park outside the facility gate unless authorized to enter the compound to load/unload HAZMAT.

19) All vehicle which access HAZMAT storage areas, are inspected to ensure no unauthorized material removal.

20) HAZMAT storage facilities are never left unsecured and unattended.
21) A site-specific plan for reaction to HAZMAT incidents maintained at (DLA facility).

22) Notify local law enforcement authorities of HAZMAT shipments in accordance with local/installation policy.

23) Maintain agreements for local law enforcement and security oversight, emergency response, and other appropriate safety protocols.

24) Shipment pick-up and deliveries scheduled.

25) All known thefts or security incidents are immediately reported local law enforcement officials, and to other agencies as required.

26) Employees trained on local, state, and federal security requirements, to include individual responsibilities.

27) Maintain records in accordance with the DLA Records Schedule without prescribing specific retention periods; e.g., three years, in your document.

28) Comply with other recommendations and directions made by state and federal regulators as relating to 49 CFR Part 172, and other appropriate laws as outlined in the Federal Regulations.

h. Intransit Security: HAZMAT will only be released to an identified commercial carrier representative. The employee must present a current and valid commercial driver’s license (CDL), with the appropriate hazardous material certifications. A joint accountability assessment will be performed at the time of transfer between DLA facility personnel, and representatives of the commercial carrier. Signatures of DLA facility personnel and the transporter must be reflected on all transfer documentation.

i. Secure compartment:

1) Transporter must secure HAZMAT in a lockable compartment at the time of pickup.

2) Transporter must provide and affix a lock or security harness or other suitable locking mechanism and a numbered tamper-resistant seal to the trailer or shipment container, and record the number and the time/date affixed to the trailer or shipment container at time of departure.

3) Vehicle must not depart the facility premises until this has been accomplished.

4) Transfer document must reflect the names and signatures of the commercial carrier, facility representative, and the shipment seal number(s).

5) Trucks departing the facility will be sealed when final loading is completed.

6) The DLA facility representative at the loading area will ensure trailer doors are secured and sealed before the truck is moved, side doors and other openings providing access to cargo compartments will also be sealed with the numbered tamper-resistant and approved seal.

j. Facility representatives must comply with all other appropriate federal, DOD, state and local laws and policies pertaining to loading, securing, marking, placarding, and on shipment documentation.

k. Compromise of transportation seal: When a transportation shipment seal is suspected of compromise:

1) Date and time of discovery of the compromise.

2) Name and organization of person making the discovery.
3) Circumstances related to the compromise

4) Serial numbers of new shipment seals applied.

5) Name and organization of person applying the new seals.

6) Name and organization of witnesses

7) If either the origin or destination facilities identify seal compromise or a shipment loss, immediately notify the Defense Investigative Service, security, and law enforcement elements IAW the Defense Transportation Regulation (DTR), Part II, Chapter 210 B. 4. g. and h.

8) Trucks with suspect shipment seals will be held until it is determined that there are no discrepancies in the shipment. When discrepancies are discovered, the DLA facility must also forward this information to local security office and to HQ DLA, DES, and complete a Transportation Discrepancy Report (TDR).

6. EFFECTIVE DATE March 31, 2004

ENCLOSURE(S)

1. References
2. HAZMAT Transportation Security Awareness Training, IAW 49 CFR Part 172.802
3. Employee Requirements For Recommended HAZMAT Transportation Security Training
4. Sample HAZMAT Transportation Security Plan from the DDC Security Office
Enclosure 1
References


2. *Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001* (USA PATRIOT Act), Title X, Section 1012, enacted by Congress October 25, 2001


Enclosure 2  
HAZMAT Transportation Security Awareness Training  
http://www.phmsa.dot.gov/security

<table>
<thead>
<tr>
<th>Shipper HAZMAT Security Checklist</th>
<th>Receiver HAZMAT Security Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. How are hazardous materials secured?</td>
<td>1. How are hazardous materials secured and stored after receipt?</td>
</tr>
<tr>
<td>2. Does your company protect hazardous materials using alarms and/or other security systems?</td>
<td>2. Does your company protect hazardous materials using alarms and/or other security systems?</td>
</tr>
<tr>
<td>3. How are unauthorized personnel restricted from area?</td>
<td>3. How do you verify that authorized personnel are available to receive and promptly store hazmat?</td>
</tr>
<tr>
<td>4. How are untrained personnel restricted from the area?</td>
<td>4. How are unauthorized personnel restricted from the area?</td>
</tr>
<tr>
<td>5. What records are maintained to inventory hazmat?</td>
<td>5. How are unauthorized personnel restricted from the area?</td>
</tr>
<tr>
<td>6. How often is the inventory audited?</td>
<td>6. What procedure do you have to refuse receipt of suspect packages?</td>
</tr>
<tr>
<td>7. What is the reporting procedure if material is missing from the inventory?</td>
<td>7. How often is the inventory audited?</td>
</tr>
<tr>
<td>8. Do your employees have a checklist for packaging and transferring hazmat?</td>
<td>8. What is the reporting procedure if material is missing from the inventory?</td>
</tr>
<tr>
<td>9. Do they use the checklists effectively?</td>
<td>9. Do your employees have a checklist for packaging and transferring hazmat?</td>
</tr>
<tr>
<td>10. Does your company implement routine security inspections?</td>
<td>10. Do they use the checklists effectively?</td>
</tr>
<tr>
<td>11. How are shipping personnel trained?</td>
<td>11. How are personnel trained?</td>
</tr>
<tr>
<td>12. How are training records kept?</td>
<td>12. How are training records kept?</td>
</tr>
<tr>
<td>14. Are all personnel trained in recognizing and dealing with aberrant behavior?</td>
<td>14. Are all personnel trained in recognizing and dealing with abnormal behavior?</td>
</tr>
<tr>
<td>15. Are employee background checks being conducted?</td>
<td>15. Are employee background checks being conducted?</td>
</tr>
<tr>
<td>16. Are background checks periodically reviewed and/or updated? How often?</td>
<td>16. Are background checks periodically reviewed and/or updated? How often?</td>
</tr>
<tr>
<td>17. Do you hold regular employee meetings to discuss security measures and awareness?</td>
<td>17. What procedure do you have to verify if the carrier’s delivery is expected?</td>
</tr>
<tr>
<td>18. How is the carrier’s identification matched to shipping records?</td>
<td>18. How is the carrier’s identification matched to shipping records?</td>
</tr>
<tr>
<td>19. What program do you have to audit your carrier’s security procedures?</td>
<td>19. How is the carrier’s equipment checked for safety and security?</td>
</tr>
<tr>
<td>20. What procedure do you have to verify if the carrier is authorized to carry your hazmat?</td>
<td>20. What procedures do you have to verify that your hazmat is securely unloaded and stored?</td>
</tr>
<tr>
<td>21. How is the carrier’s equipment checked for safety?</td>
<td>21. How do you notify the shipper on receipt of a shipment?</td>
</tr>
<tr>
<td>22. What procedures do you have to verify that your hazmat has been securely loaded and properly labeled?</td>
<td>22. What procedures are in place to inspect packages and shipping documents?</td>
</tr>
<tr>
<td>23. How do you track the shipment after it has left your facility?</td>
<td>23. How do you notify the shipper of missing or damaged items?</td>
</tr>
<tr>
<td>24. When was receiver notified shipment is en route?</td>
<td></td>
</tr>
<tr>
<td>25. What information is provided to the receiver?</td>
<td></td>
</tr>
<tr>
<td>26. Is this information adequate?</td>
<td></td>
</tr>
<tr>
<td>27. What procedure do you have to follow up on the safe arrival of hazmat?</td>
<td></td>
</tr>
</tbody>
</table>
### Enclosure 3

**Employee Requirements For Recommended HAZMAT Transportation Security Training**

*Source: Defense Distribution Center (DDC) Security Office*

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Regulatory Reference</th>
<th>Functional Responsibility</th>
<th>Completed</th>
<th>Refresher Required</th>
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<tbody>
<tr>
<td>Information Assurance Training</td>
<td>DLAD 8500.6 &amp; 49 CFR 172.704 Subpart H</td>
<td>Information Assurance</td>
<td>Yes/No</td>
<td>Yes, annually</td>
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<tr>
<td>Security Awareness Training</td>
<td>49 CFR 172.704 Subpart H</td>
<td>Security Liaison</td>
<td>Yes/No</td>
<td>Yes, annually</td>
</tr>
<tr>
<td>OPSEC Training</td>
<td>DLAI 5200.13 &amp; 49 CFR 172.704 Subpart H</td>
<td>Security Liaison</td>
<td>Yes/No</td>
<td>Yes, bi-annually</td>
</tr>
<tr>
<td>Counterintelligence Training</td>
<td>DLAD 5205.20 &amp; 49 CFR 172.704 Subpart H</td>
<td>Security Liaison</td>
<td>Yes/No</td>
<td>Yes, bi-annually</td>
</tr>
<tr>
<td>HAZMAT Transportation Security Training</td>
<td>49 CFR 172.704 Subpart H</td>
<td>Security Liaison/CD ROM</td>
<td>Yes/No</td>
<td>Yes, tri-annually</td>
</tr>
<tr>
<td>Ethics Training</td>
<td>DoD 5500.7-R</td>
<td>DDC Legal</td>
<td>Yes/No</td>
<td>Yes, one-time</td>
</tr>
</tbody>
</table>
Sample HAZMAT Transportation Security Plan
IAW 49 CFR Part 172.802

SCOPE: This HAZMAT Transportation Security Plan is required IAW 172.800(b)(7), for any shipper that ships HAZMAT that require placarding the vehicle under 49 CFR 172, subpart F.

APPLICABILITY: This Plan applies to the above-named shipper. The shipper transports material using a vendor, contractor or carrier, HAZMAT hauler.

SECURITY PLAN:

Personnel Security: All job applicants and applications are routinely screened by the Human Resources Department to verify provided information. Full details of the methods for verifying information is available from the Human Resources Manager.

Unauthorized Access: The HAZMAT, and all chemicals used, are accessible by persons authorized to enter the company facility. Access is authorized for employees of the hazardous waste vendor.

En Route Security: The HAZMAT contractor provides security for shipments after leaving this facility.

Training: All employees who use or handle HAZMAT are trained as required by DOD and Federal requirements. The DLA HAZMAT Security plan is supplemented by informing all employees of this plan, including information about this plan in initial and refresher Hazard Communication training. Each employee involved in the hazardous waste program, including our employees who work with the HAZMAT hauler, receive initial in-depth training in this Plan, and receive refresher training as part of our regular (every two years) transportation training.

RESPONSIBILITY: The responsible employee for this plan is _______; plan implemented on _______.

Signature(s): _______________________ Name of facility ______________________
Name and Title _______________________________________________________________
Date _______________________________
Enclosure 5

MEMORANDUM FOR DISTRIBUTION CENTER COMMANDERS

SUBJECT: Updated DDC Distribution Depot Transportation Security Plan

The Department of Transportation (DOT) Pipeline and Hazardous Materials Safety Administration (PHMSA) requires the development and implementation of a transportation security plan from persons who offer for transportation one or more of the hazardous materials listed in 49 CFR 172.800 and 42 CFR 73.0.

Defense Distribution Center (DDC) has developed a general transportation security plan for all CONUS Distribution Depots to meet the requirements of DOT PHMSA and the policies and procedures set forth by DLA concerning the secure transport of HAZMAT. DLA facilities that do not physically store HAZMAT are exempt from the transportation security plan requirements.

It is the responsibility of the individual Distribution Depots to ensure that all employees involved in the transportation of hazardous material receive training concerning the plan and its implementation and to also provide Security Awareness Training in compliance with 49 CFR 172.704.

Please disseminate within your respective areas. Questions may be directed to DDC J3 MC point of contact, Dan McMaster, CML 717-770-4939, DSN 771-4939 or by e-mail daniel.mcmaster@dl.a.mil. For additional information, see DLA One Book Chapter entitled, “Hazardous Material Transportation Security Requirements.”

SONYA K. GISH
Director, Distribution Support

Attachment:
DDC Distribution Depot Transportation Security Plan

Purpose: This DDC Distribution Depot Transportation Security Plan meets requirements of the Department of Transportation (DOT), Pipeline and Hazardous Materials Safety Administration (PHMSA) Security Regulations, HM-232C, found in 49 CFR 172.802 and 49 CFR 172.800 to comply with a written transportation security plan.

The DOT, PHMSA requires a transportation security plan from those persons who offer for transportation, in commerce, of one or more of the hazardous materials (HAZMAT) listed at 49 CFR 107 Subpart G. or who offer a select agent or toxin regulated by the Centers for Disease Control and Prevention (CDC), found at 42 CFR 73.0. NOTE: if the DDC Depot does not physically store hazardous material (HAZMAT), but receives HAZMAT, they are exempt from the requirement to have a facility security plan; the facility security is the responsibility of the person that generates the HAZMAT.

Background: HAZMAT is essential to the economy of the United States and the well-being of its people. HAZMAT fuels vehicles, heats and cools homes, are used for farming and medical applications, and in mining, manufacturing and industrial processes. Millions of tons of HAZMAT are transported every day within the United States, moving by plane, train, truck, or vessel in quantities ranging from ounces to many thousand gallons. The vast majority of HAZMAT shipments arrive safely at their destinations. Most incidents that do occur involve small releases of material and present no serious threat to life or property. HAZMAT is materials and substances that may pose a threat to public safety or the environment during transportation because of their physical, chemical, or nuclear properties.

Under 49 CFR 171-180, HAZMAT is categorized by hazard analysis and experience into hazard classes and packaging groups. The regulations require each shipper to classify a material in accordance with these hazard classes and packing groups; the process of classifying a hazardous material is itself a form of hazard analysis.

The regulations require the shipper to communicate the materials hazards through use of the hazard class, packing group, and proper shipping name on the shipping paper and the use of labels on packages and placards on transport vehicles. Thus the shipping paper, labels, and placards communicate the most significant findings of the shipper's hazard analysis. The DOT HAZMAT transportation safety program has historically focused on reducing risks related to the unintentional release of HAZMAT.

Security Guidance: In the wake of the terrorist attacks of September 11, 2001, and subsequent threats related to biological and other HAZMAT, the DOT embarked on a broad review of government and industry HAZMAT transportation safety and security programs. As part of this review, the DOT established the Hazardous Materials Direct Action Group (HAZMAT DAG). The HAZMAT DAG met with industry representatives, Emergency response community, and state governments to discuss transportation security issues and continuing terrorist threats. In addition, the DOT created an Intermodal Hazardous Material Transportation Security Task
Force, which considered attack or Sabotage vulnerabilities, existing security measures, and potential ways to reduce Vulnerabilities.

Components of DDC Distribution Depot Transportation Security Plan:

Personnel Security: (satisfies 49 CFR 172.802(a)(1)) DDC Depot investigations of federal employees, including those who handle HAZMAT, include:

- FBI name and fingerprint checks
- Credit checks
- Local (Home of Record) and State Police law enforcement checks
- Residence checks going back seven years
- Verification of persons reliability with three listed character references
- Verification of employment going back seven (7) years
- Personal interview with a United States Investigations Service (USIS) Investigator
- Verification of military duty, if applicable
- Check in the Defense Clearances and Investigations Index (DCII) for any Military/ criminal dossiers

Facility Security: (satisfies 49 CFR 172.802(a)(2))

- Defense Distribution Depot ________ (depot name) is located on (name of installation). (Installation name) is located approximately ________ miles ________ (identify compass direction; e.g., north, east, etc.) of (nearest city, state and interstate highway) and is accessible using ________ (name of closest airport).
- Entry onto the installation is controlled by the installation security force 24-hour 7 days a week. The security force also patrols the installation on a 24-hour per day basis.
- Hazardous material (is/ is not) stored at Building(s) ________ and ________.
- Hazardous waste (is/ is not) stored at the DDC depot in Building(s) ________, ________, and ________.
  These buildings (are/ are not) located within the DDC depot compound. The DDC depot is protected by industry standard chain link security fencing, topped with top guard outriggers.
- During non-duty hours, the DDC depot gates and doors are closed and locked.
- Designated DDC depot personnel perform daily yard and equipment checks. They inspect the area for any evidence of unauthorized entry. The depot notifies the installations law enforcement entity of any unauthorized entry. The DDC depot must also forward this information to HQ DLA via an automated situation reporting (SITREP) security procedure. Any quantities of HAZMAT missing would be immediately reported to the appropriate authorities.
- The DDC depot maintains positive control of all keys and locks in accordance with DLA security criteria.
- The installation establishes specific protocols for Force Protection Condition (FPCON) implementation.
- All applicable provisions of 40 CFR Part 262/264/265 are met.
- Access to HAZMAT is restricted to authorized personnel only.
o All other personnel must register and be escorted. All visitors must be able to produce a photographic identification (e.g., drivers’ license, ID badge) at time of registration and at all times.

o DDC maintains strict HAZMAT shipment accountability.

o The DDC depot conducts periodic inventories of HAZMAT to determine if loss or theft has occurred.

o After-hours access to HAZMAT is restricted to emergencies or mission-essential activities.

o The DDC depot requested crime-prevention surveys are conducted by local law enforcement/security officials.

o Local law enforcement officials include the DDC depot during after-hour Surveillance schedules.

o The DDC depot maintains continuous liaison with local law enforcement to remain aware of any increase in threats, crime trends or other identified vulnerabilities.

o Access to HAZMAT storage areas is limited to single entry point.

o Visitors must park outside the DDC depot gate unless authorized to enter the DDC depot compound to load/unload HAZMAT.

o All vehicles which access HAZMAT storage areas are subject to ensure no unauthorized material removal.

o HAZMAT storage facilities are never left unsecured and unattended.

o A site-specific plan for reaction to hazardous incidents and accidents is maintained at (DDC depot location).

o The DDC depot will notify local law enforcement authorities of HAZMAT shipments in accordance with local/installation policy.

o The DDC depot or installation maintains agreements for local law enforcement and security oversight, emergency response, and other appropriate safety protocols.

o All pickups and deliveries are properly scheduled, and all transfers are documented in an accurate and timely manner.

o All known thefts or security incidents are immediately reported to local law enforcement officials, and to other agencies as required.

o DDC depot employees are trained on local, state, and federal security requirements, to include individual responsibilities.

o The DDC depot maintains records of all security incidents involving HAZMAT for a period of three years.

o The DDC depot complies with other recommendations and directions made by state and federal regulators as relating to 49 CFR Part 172, and other appropriate laws as outlined in the Federal Regulations.

Intransit Security: (satisfies 49 CFR 172.802(a)(3)) HAZMAT will only be released to an identified commercial carrier representative. The employee must present a current and valid commercial driver’s license (CDL), with the appropriate hazardous certification.

A joint accountability assessment will be performed at the time of transfer between DDC depot personnel and the representatives of the commercial carrier. Signatures of DDC depot personnel and the transporter must be reflected on all transfer documents.

For Official Use Only
The transporter must secure HAZMAT in a lockable compartment at the time of pickup. The transporter must provide and affix a lock or security harness or other suitable locking mechanism and a numbered tamper-resistant seal to the trailer or shipment container, and record the number and the time/date affixed to the trailer or shipment container at time of departure. The vehicle must not depart the depot premises until this has been accomplished.

The transfer document must reflect the names and signatures of the commercial carrier, DDC depot representative, and the shipment seal number(s).

Trucks will be sealed when final loading is completed. The DDC depot representatives at the loading area will ensure rollup trailer doors are secured and sealed before the truck is moved. Side doors and other openings providing access to cargo compartments will also be sealed with the numbered tamper-resistant and approval seal.

The DDC depot representative and the commercial carrier will comply with all other appropriate federal, DOD, state and local laws and policies pertaining to loading, securing, marking, placarding, and documentation.

Whenever a shipment seal is suspected of compromise, the following information will be noted:

a) Date and time of discovery of the compromise.
b) Name and organization of person making the discovery.
c) Circumstances related to the compromise.
d) Serial numbers of new shipment seals applied.
e) Name and organization of person applying the new seals.
f) Name and organization of witness.

If the origin or destination identifies a compromise of the shipment seal or a shipment loss, notify the Defense Investigative Service, security, and law enforcement elements IAW DTR, Part II, Ch. 210 B. 4. g. and h.

Trucks with suspect shipment seals will be held until it is determined that there are no discrepancies in the shipment. When discrepancies are discovered, the DDC depot must also forward this information to HQ DLA; file a Transportation Discrepancy Report (TDR) IAW procedures at Chapter 210.

Training Plan: (to satisfies 49 CFR 172.704(a)(4)) CD-ROM: Completion of this training module and the interactive test will meet the security awareness training requirement and is available from DOT PHMSA at no charge in limited quantities. Publication orders may be placed on-line through PHMSA's e-hazmat site: https://hazmatonline.phmsa.dot.gov/services. Orders may also be processed by FAX (202) 366-7342, telephone (800) 467-4922 X 3, or (202) 366-2301 or mail in a request to USDOT/PHMSA/PHH-50, 400 Seventh St., SW, Washington, DC 20590.

HAZMAT Certifiers: Training is included into the curriculum of the initial and the refresher class to meet the security awareness training requirement.

For Official Use Only
References:

- DOD 5200.8-R; Physical Security Program
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