

CECW-E

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

ETL 1110-1- 502

Technical Letter
No. 1110-1-502

1 October 2003

Expires 30 September 2008
Engineering and Design
SECURITY PLANNING AND TRAINING REQUIREMENTS
FOR HAZARDOUS MATERIALS SHIPMENTS

1. Purpose. This letter transmits guidance to ensure that USACE engineering and construction offices that are responsible for transporting hazardous materials (HAZMAT) or procuring contracts to transport HAZMAT are aware of regulatory requirements issued 25 March 2003 by the Research and Special Programs Administration (RSPA) of the Department of Transportation (DOT).
2. Applicability. This letter applies to HQUSACE/OCE element, major subordinate commands, district, laboratories, and field operating activities (FOA) who transport, offer for transportation, or procure contracts to transport certain DOT regulated HAZMAT offsite. This includes, but is not limited to, HTRW investigation, design and remedial action projects within the military or civil works programs, civil works operations, disposal through the Defense Reutilization and Marketing Service, and environmental quality project support to military installations.
3. Distribution. Approved for public release; distribution is unlimited.
4. References. Documents referenced in this ETL are listed below.
 - a. 68 Federal Register 14510, March 25, 2003 regulatory requirements
 - b. 49 CFR Subchapter C, DOT HAZMAT regulations
 - c. 49 CFR 172, Subpart I, requirements for security plans
 - d. 49 CFR 172.704 requirements for security training
 - e. 49 CFR 172, Subpart H security awareness training for USACE HAZMAT employees
 - f. DoD Instruction 4500.9-R, Chapter 205, paragraph X, May 2003,
5. Discussion.
 - a. Background. As a result of the terrorist attacks of September 11, 2001, and subsequent threats related to biological and other hazardous materials (HAZMAT), the Research and Special Programs Administration (RSPA) of the Department of Transportation (DOT) performed a broad review of government and industry hazardous materials transportation safety and security programs and concluded that enhanced security measures were necessary to protect the security of hazardous materials (HAZMAT) transported in commerce. On March 25, 2003,

1 October 2003

the RSPA issued a final rule that requires certain shippers and carriers to develop and implement security plans that address personnel application controls, protection from access to HAZMAT by unauthorized persons, and en route security during transportation. The security plan is applicable to those persons who offer for transportation or transport one or more of seven categories of HAZMAT as identified below. This ruling requires a security plan to be in place by 25 September 2003. This ETL 1110-1-502 requires applicable USACE offices to have a security plan in place as soon as practicable following publication of this ETL. Appendix A is a Fact Sheet that presents a summary of the DOT ruling.

(1) A highway route-controlled quantity of a Class 7 (radioactive) material in a motor vehicle, rail car, or freight container;

(2) More than 25 kg (55 pounds) of a Division 1.1, 1.2, or 1.3 (explosive) material in a motor vehicle, rail car, or freight container;

(3) More than one L (1.06 qt) per package of a material poisonous by inhalation that meets the criteria for Hazard Zone A;

(4) A shipment of a quantity of hazardous materials in a bulk packaging having a capacity equal to or greater than 13,248 L (3,500 gallons) for liquids or gases or more than 13.24 cubic meters (468 cubic feet) for solids;

(5) A shipment in other than a bulk packaging of 2,268 kg (5,000 pounds) gross weight or more of one class of hazardous materials for which placarding of a vehicle, rail car, or freight container is required;

(6) A select agent or toxin regulated by the Centers for Disease Control and Prevention under 42 CFR 73;

(7) A quantity of hazardous material that requires placarding under the provisions of 49 CFR Subpart F.

b. There are two new training requirements. All shippers and carriers of hazardous materials must assure that their employee training includes a security awareness component. For persons required to have a security plan, this ruling also requires that plan specific training must be provided no later than 22 December 2003. This ETL 1110-1-502 requires applicable USACE offices to provide security training as soon as practicable following publication of this ETL.

c. Engineering and Construction personnel and appropriate operations personnel should review the regulatory requirements published at 68 Federal Register 14510 on March 25, 2003.

(1) USACE Civil Works projects, as well as military and other governmental projects, where government staff prepare HAZMAT and transport HAZMAT in a government vehicle, are not subject to the DOT security planning requirements. However, USACE should be cognizant of the need for extra security precautions when storing and transporting HAZMAT and may feel it is prudent to assess additional security requirements and possibly develop a security plan.

(2) Where a USACE operations, engineering, and/or construction office enters into a contract to transport HAZMAT or a prime contractor hires a subcontractor to transport HAZMAT, the USACE should ensure that the contract requires the contractor and all subcontractors to comply with the Federal HAZMAT regulations of 49 CFR Subchapter C. It is recommended that the new requirements of 49 CFR 172, Subpart I for security plans, and 49 CFR 172.704 for security training be the subject of inquiry to the contractors regarding their compliance until these regulatory requirements become standard practice. In addition, standard security responsibility clauses within contracts that involve on-site HAZMAT work should place the responsibility to provide on-site security on the contractor.

(3) As USACE contractors and subcontractors are transporting the HAZMAT in commerce, these entities are subject, where applicable, to the Security Plan development and training requirements. These requirements are industry-wide and specific to the entity that transports the HAZMAT. The plans are specific to the HAZMAT to be shipped. As such, contractors must develop plans to fulfill the regulatory requirements for their clients and the specific types of HAZMAT they transport. USACE should not bear the cost for plan development or training. This is an inherent cost of doing business in the HAZMAT industry and is required by DOT regulation. USACE will impose a certification requirement for all USACE managed contractor shipments of HAZMAT. The procedures are described in paragraph d below.

(4) All USACE HAZMAT employees who are trained and certified under the DOT provisions of 49 CFR 172 Subpart H should receive security awareness training at their initial or next recurrent training. The USACE PROSPECT courses have incorporated this requirement. The USACE PROSPECT course control numbers for general awareness transportation courses included: 223, 429, 430, and 441. For persons required to prepare security plans, specific training on the provisions of the security plan must be given to the HAZMAT employees by December 22, 2003.

(5) In addition to the security measures provided by the onsite contractor, or when there is not a contractor responsible for onsite security (Civil Works operations), the onsite USACE office should assess the security vulnerability of the site and the risk that the specific HAZMAT poses onsite prior to physical transportation. Procedures outlined below will determine whether the USACE office should develop a security plan to address the security of the HAZMAT during pre-transportation phases when the HAZMAT is onsite. Security plans, where applicable, are required as soon as practicable following publication of this ETL 1110-1-502.

d. Procedure. The following procedure will be followed for USACE shipments of DOT regulated HAZMAT in accordance with 49 CFR 172, Subpart I.

(1) The USACE office should make a determination and assess the vulnerability of the site with respect to the HAZMAT expected to be offered for transport by the contractor. If the assessment reveals that the specific material poses insignificant risk during the pre-transportation handling on-site, this should be documented and all site employees involved in the pre-

1 October 2003

transportation of the specific HAZMAT should be trained on this matter accordingly. The training should be documented.

(2) If it is determined by the USACE office that the specific HAZMAT presents a security risk during the pre-transportation phase, a site-specific security plan should be developed by the USACE office as an offeror of the specific HAZMAT. Appendix B is a security plan template. USACE offices should modify, add to, and delete from this template as appropriate. In addition, the USACE office should require that onsite contractors provide certification to the government that their staffs involved in pre-transportation activities for the specific HAZMAT meet the security provisions outlined by the contractor's security plan. Certification language is as follows: "I hereby certify that those persons employed by (name of contractor) have had background checks performed and that they do not pose a security risk in the pre-transportation related activities with respect to the covered HAZMAT. We have a security plan in place that addresses these matters as per the requirements of 49 CFR 172, Subpart I." USACE offices should make sure that the contract clearly indicates, through the appropriate Federal Acquisition Regulations clauses, that the prime contractor is responsible for on-site security.

(3) In addition, the contract will clearly require full compliance with DOT regulations, 49 CFR, Subchapter C.

(4) With each shipment of HAZMAT required to have a security plan for purposes of transportation, the USACE representative responsible for signing the shipping documents, will require the initial transporter to sign a certification statement. This certification will be placed in the project files in association with the shipping document. Subsequent shipments of the same hazard class of materials transported by the same transporter need not provide additional certifications. The certification will be typed on a separate page and read as follows: "I hereby certify that (name of transportation company) has a Security Plan in place which meets the requirements of 49 CFR 172 Subpart I for the hazardous materials described in the attached shipping papers." This certification will be signed by the initial transporter and dated.

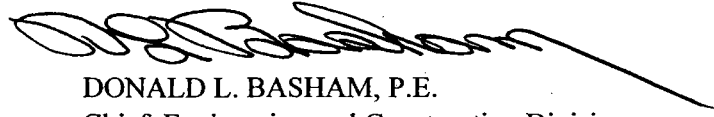
(5) All certifications will be placed in the project files with the shipping documents, and retained for at least the period required for the shipping papers.

e. Additional Information. Attached, as Appendix A, is an HTRW Center of Expertise Information Fact Sheet regarding security requirements for offerors and transporters of hazardous materials. The fact sheet lists the seven hazardous materials that will require a security plan. It is also available on the web at <http://www.environmental.usace.army.mil/info/technical/comply/complguide/complyfs/complyfs.html>. Appendix B, a template security plan for USACE as an offeror is also attached. DoD Instruction 4500.9-R, chapter 205, paragraph X can be viewed at <http://www.transcom.mil/j5/pt/dtr.html>. Questions concerning the specifics of the technical requirements can be directed to staff at the HTRW CX at 402-697-2562, 2560, 2634.


6. Actions Required. See paragraphs 5a, 5b, 5c, and 5d above.

FOR THE DIRECTOR OF CIVIL WORKS:

2 Appendices
App A – Fact Sheet
App B – Security Plan Template



DONALD L. BASHAM, P.E.
Chief, Engineering and Construction Division
Directorate of Civil Works

 <p>US Army Corps of Engineers ®</p>	<p>HTRW Center of Expertise Information - Fact Sheets US Army Corps of Engineers</p>	
<p>HTRW CX Regulatory Fact Sheet FY 03 - 03</p>		
<p>Title: Hazardous Materials; Security Requirements for Offerors and Transporters of Hazardous Materials</p>		<p>Date: March 25, 2003</p>
<p>SARS RIN#: 2137-AD67</p>	<p>Action Type: Final rule</p>	<p>Cite: 68 FR 14510</p>
<p>Executive Summary: The Research and Special Programs Administration (RSPA) of the Department of Transportation (DOT) has issued this final rule to enhance the security of hazardous materials (hazmat) transported in commerce. This rule requires certain shippers and carriers to develop and implement security plans. In addition, all shippers and carriers of hazardous materials must assure that their employee training includes a security component.</p>		
<p>Impact: This rule requires additional training for all hazmat employees. In addition, certain shippers and carriers will be required to develop security plans.</p>		
<p>USACE POC: Sandi Zebrowski, USACE HTRW CX, or by e-mail.</p>		
<p>Full Text Location: Can be found at this location</p>		
<p>Background: As a result of the terrorist attacks of September 11, 2001, and subsequent threats related to biological and other hazardous materials, the RSPA has undertaken a broad review of government and industry hazardous materials transportation safety and security programs. In the wrong hands, hazardous materials can pose a significant security threat. Hazardous materials in transportation are particularly vulnerable to sabotage or misuse. Security of hazardous materials in the transportation environment poses unique challenges as compared to security at fixed facilities. Hazardous materials are frequently transported in substantial quantities. Such materials are already mobile and are frequently transported in proximity to large population centers. Further, hazardous materials in transportation are often clearly identified to ensure safe and appropriate handling during transportation and to facilitate effective emergency response in the event of an accidental release. While the HMR provide for a high degree of safety with respect to avoiding and mitigating unintentional releases of hazardous materials during transportation, the HMR do not specifically address security threats. On May 2, 2002 RSPA issued a proposed rulemaking addressing security requirements. Today, RSPA issued a final rule on this matter.</p>		

Key Elements of the Proposed Rule:

The final rule provides essentially two new requirements: security training requirements and the requirement for Security Plans.

Who must prepare a security plan? Each person who offers for transportation or transports one or more of the following hazardous materials (hazmat) must develop and adhere to a security plan for hazardous materials:

- (1) A highway route-controlled quantity of a Class 7 (radioactive) material in a motor vehicle, rail car, or freight container;
- (2) More than 25 kg (55 pounds) of a Division 1.1, 1.2, or 1.3 (explosive) material in a motor vehicle, rail car, or freight container;
- (3) More than one L (1.06 qt) per package of a material poisonous by inhalation that meets the criteria for Hazard Zone A;
- (4) A shipment of a quantity of hazardous materials in a bulk packaging having a capacity equal to or greater than 13,248 L (3,500 gallons) for liquids or gases or more than 13.24 cubic meters (468 cubic feet) for solids;
- (5) A shipment in other than a bulk packaging of 2,268 kg (5,000 pounds) gross weight or more of one class of hazardous materials for which placarding of a vehicle, rail car, or freight container is required;
- (6) A select agent or toxin regulated by the Centers for Disease Control and Prevention under 42 CFR 73; or
- (7) A quantity of hazardous material that requires placarding under the provisions of subpart F Part 172.

What are the basic components of a Security Plan? The security plan must include an assessment of possible transportation security risks for shipments of the hazardous materials and appropriate measures to address the risks. Under 49 CFR 172.802, the components of a security plan must include:

- (1) Personnel security - measures to confirm information provided by job applicants hired for positions that involve access to and handling of the hazardous materials covered by the security plan.
- (2) Unauthorized access - measures to address the assessed risk that unauthorized persons may gain access to the hazmat covered by the security plan or transport conveyances being prepared for transportation of the hazmat covered by the security plan.
- (3) En route security - measures to address the assessed security risks of shipments of hazmat covered by the security plan en route from origin to destination, including shipments stored incidental to movement.

The security plan must be in writing, must be specific to the hazmat to be transported, and must be retained for as long as it remains in effect. Copies of the security plan, or portions thereof, must be available to the employees who are responsible for implementing it, consistent with personnel security clearance or background investigation restrictions and a demonstrated need to know. The security plan must be revised and updated as necessary to reflect changing circumstances. When the security plan is updated or revised, all copies of the plan must be maintained as of the date of the most recent revision.

What is the deadline for preparing a Security Plan? The plan must be prepared by September 25, 2003.

Who needs the Training? There are two separate requirements for security training:

(1) If you are required to have a security plan, then you are required to be trained on the specifics of that plan (see In-depth Security Training requirements below).

(2) If you are a hazmat employee as defined in 49 CFR 171.8 and are trained under 49 CFR 172.704, you must receive training that provides an awareness of the security issues associated with hazardous materials transportation and possible methods to enhance transportation security (see Security Awareness Training requirements below).

What is the In-depth Security Training requirement? By December 22, 2003 each hazmat employee of a person required to have a security plan must be trained concerning the security plan and its implementation. Security training must include company security objectives, specific security procedures, employee responsibilities, actions to take in the event of a security breach, and the organization security structure.

What is the Security Awareness Training requirement? No later than the date of the first scheduled recurrent training after March 25, 2003, and in no case later than March 24, 2006, each hazmat employee must receive training that provides an awareness of security risks associated with hazardous materials transportation and methods designed to enhance transportation security. This training must also include a component covering how to recognize and respond to possible security threats. After March 25, 2003, new hazmat employees must receive the security awareness training required by this paragraph within 90 days after employment.

Applicability

This final rule concerning training requirements is applicable to all persons considered hazmat employees. This term includes the federal government as well as contractors. Hazmat employees are those employees who during the course of employment load, unload, or handle hazmat; those that prepare hazmat for transportation (prepare shipping papers, label, mark, placard, package); those responsible for the safe transportation of hazmat; or those operating a vehicle to transport hazmat. The final rule concerning security plans applies to all persons engaged in transport of hazmat for commerce. This does not include federal agencies, but it does include government contractors. In addition, DOD requires compliance with applicable DOT requirements in DOD Regulation 4500.9-R, Part 2, Chapter 204, para. A.1, dated May 2003. USACE, as well as other DOD entities, should ensure all employees meeting the definition of hazmat employees are trained in accordance with the requirements of 49 CFR 172 Subpart H, and that security plans are prepared by contractors for all shipments requiring plans as specified above and in newly promulgated 49 CFR 172.800.

Persons arranging for the shipment of hazmat through contractors and all hazmat employees should read the Federal Register for the specific requirements of this rule.

U.S. Army Corps of Engineers (*Name of USACE Office*)
(*Name of site*)
Department of Transportation Security Plan

Date

(Note: If it is determined by the USACE office that the specific hazmat presents a security risk during the pre-transportation phase, a site-specific security plan should be developed by the USACE office as an offeror of the specific hazmat to a contractor in commerce. All employees involved in the pre-transportation of the related hazmat should be trained on the provisions of this plan.)

I. Purpose

As a result of the terrorist attacks of September 11, 2001, and subsequent threats related to biological and other hazardous materials, the Research and Special Programs (RSPA) office of the Department of Transportation (DOT) undertook a broad review of government and industry hazardous materials transportation safety and security programs. In the wrong hands, hazardous materials can pose a significant security threat. Hazardous materials in transportation are particularly vulnerable to sabotage or misuse. On May 2, 2002, RSPA issued a proposed rulemaking addressing security requirements. On March 25, 2003, RSPA issued the final rule on this matter.

USACE is committed to the safety and security of our employees, the customers we serve, and the general public. In a sincere effort to comply with DOT Security Regulations (HM-232), the *(name of USACE office)* has prepared this security plan to address the security requirements pertinent to the offering of the following hazmat: *(check ones that apply)*

- ❑ A highway route-controlled quantity of a Class 7 (radioactive) material in a motor vehicle, rail car, or freight container;
- ❑ More than 25 kg (55 pounds) of a Division 1.1, 1.2, or 1.3 (explosive) material in a motor vehicle, rail car, or freight container;
- ❑ More than one L (1.06 qt) per package of a material poisonous by inhalation that meets the criteria for Hazard Zone A;
- ❑ A shipment of a quantity of hazardous materials in a bulk packaging having a capacity equal to or greater than 13,248 L (3,500 gallons) for liquids or gases or more than 13.24 cubic meters (468 cubic feet) for solids;
- ❑ A shipment in other than a bulk packaging of 2,268 kg (5,000 pounds) gross weight or more of one class of hazardous materials for which placarding of a vehicle, rail car, or freight container is required;
- ❑ A select agent or toxin regulated by the Centers for Disease Control and Prevention under 42 CFR 73; or
- ❑ A quantity of hazardous material that requires placarding under the provisions of 49 CFR 172, Subpart F.

(Name of USACE office) acts as an offeror of the above covered hazmat. The physical loading and transportation of this material is to be conducted by *(name of companies)*. This plan will cover our responsibilities as the offeror during pre-transportation activities and our efforts to coordinate the security aspects of the physical loading and transportation of the hazmat as conducted by *(name of company)*.

II. Roles and Responsibilities

The *(name of USACE office)* at *(site or project name)* located at *(address)* serves in the capacity as an offeror of *(type of hazmat from above)*. The government manages the work at the site and contractually requires that *(name of site contractor)* secure the site as per the basic contract. *(Note: In the following phrase, indicate the specific functions the government will perform verses the contractor. Example follows.)* Through the contract, the government procures the services of a contractor who is responsible for the development of shipping papers for the hazmat as well as the physical marking, labeling, placarding and packaging of the

hazmat. Lastly, the contractor is responsible for the physically transportation of the hazmat offsite.

As the offeror of the hazmat, we will undertake various security measures while the hazmat is onsite. In addition, we will undertake reasonable efforts to determine if *(name of contractors responsible for pre-transportation and transportation of specific hazmat)* have the appropriate security plans in place as required in 29 CFR 172, Subpart I.

In addition to the general security measures that have been instituted since 9-11 by the Department of Defense (DoD), we are also required to comply with the following specific requirements:

- DOD 4500.9-R, Defense Transportation Regulation (DTR), Part II, Chapter 205, Movement of Sensitive, Conventional Arms, Ammunition & Explosives, (Classified SECRET and Confidential), and Controlled Cryptographic Item (CCI) Sensitive Items
- DoDD 5200.8; Security of Military Installations and Resources
- DoDI 6055.4; DoD Traffic Safety Program
- DOD 5200.1-R, Information Security Program, Chapter 7
- DOD 5100.76-M, Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives

III. Personnel security

USACE recognizes that there is a potential for employees to be substantial security risks. During the hiring of federal employees security checks are performed. The security checks include:

- Completion of Standardized Form SF85 – Questionnaire for Non-sensitive Positions
- Credit checks
- Local (Home of Record) and State Police law enforcement checks
- FBI name and fingerprint checks
- Citizenship

Additional security checks are conducted on persons requiring security clearances.

IV. Unauthorized access to site

The USACE *(name of office)* will require the contractor to prevent unauthorized entry to the site for security and safety reasons. The contractor will provide site security as required under their contract.

In addition, *(name of USACE office)* will assess the adequacy of the contractor's security measures performed under the contract as they relate to hazmat pre-transportation activities. *(Name of USACE office)* will require that the onsite contractor provide a certification to the government that his staff involved in pre-transportation activities for the specific hazmat meets the security provisions outlined by the contractor's security plan. Certification language is as follows:

"I hereby certify that those persons employed by *(name of contractor)* have had background checks performed and that they do not pose a security risk in the pre-

transportation related activities with respect to the covered hazmat. We have a security plan in place that addresses these matters as per the requirements of 49 CFR 172, Subpart I.”

This certification will be placed in the project files with the shipping documents, and retained for at least the period required for the shipping papers.

V. Unauthorized access to transport conveyances

Hazmat will only be released to authorized “qualified transporters”, who are required to adhere to the compliance requirements of 49 CFR, Part 172.

The USACE (*name of office*), as the offeror will:

- Check the initial transporter for a valid CDL, with the appropriate hazmat certifications.
- Require the transporter secure all hazmat in lockable compartments at the time of pickup. The transporter must provide and affix a padlock (or other suitable locking mechanism) and a numbered tamper seal, as applicable by the disposal contract. The vehicle must not depart the premises until this has been accomplished. For bulk loads, the contractor should develop and implement a security measure, such as security tape, to indicate if the container has been tampered with.
- Require the name and signature of the transporter and the seal number, as applicable.
- Require that the trucks be locked and sealed, as applicable, as soon as final loading is completed. Require rollup-type doors are secured before the truck is moved. In case of swingout doors, the driver will pull the unit out upon completion of loading so that locks and applicable seals can be applied. Side doors and other openings providing access to cargo compartments will also be secured. For bulk loads in railcars or gondolas, a security mechanism should be developed, such as the use of security tapes across liners, etc.
- Require the contractor and transporter comply with all other appropriate federal, DoD, state and local laws and policies pertaining to loading, securing, marking, placarding, and recordkeeping.
- Require that whenever a locking control mechanism is suspected of having been compromised, the transporter will notify the Contractor. The Contractor will notify the COR and Contracting Officer for instructions.

VI. USACE En Route Security measures

(*Name of USACE office*) is the offeror of the hazmat. As such, our plan covers the security elements prior to physical transportation. Our transportation contractors have a duty under our contracts and under Federal law to comply with all DOT hazmat laws and regulations.

As an offeror, we must rely on our transporters to generate en route security plans. As the offeror, we will utilize a certification procedure to satisfy ourselves that the transporter has a security plan in place that adequately addresses the hazmat to be transported, including risks related to the storage of the material incidental to transportation.

With the initial shipment of each category of hazmat covered by the security plan requirement, USACE will require the transporter to sign and date the following certification:

“I hereby certify that *(name of transportation company)* has a Security Plan in place which meets the requirements of 49 CFR 172 Subpart I for the hazardous materials described in the attached shipping papers.”

This certification will be placed in the project files with the shipping documents, and retained for at least the period required for the shipping papers.

Hazmat will not be released to an initial transporter who does not make this certification to USACE.

VII. Contractor En Route Security requirements

All contract transporters must have their own DOT Security Plan that meets the requirements of 49 CFR172, Subpart I and, at a minimum, meet or exceed the following additional requirements:

- Truck and trailer locks will be used at all times when the truck is not being actively loaded or unloaded.
- In all instances, drivers will travel in the most direct route, avoiding tunnels, avoiding high population centers, including downtown and /or metropolitan areas where possible.
- All hazardous materials will be delivered expeditiously with a minimum number of stops en route.
- If stops need to be made, locations with adequate lighting on well-traveled roads will be selected. The vehicle will be checked after each stop to make sure nothing has been tampered with.
- Do not make any unscheduled stops in unfamiliar locations.
- Before leaving/exiting your tractor, look around and become aware/familiar with your surroundings, and those who may be around you.
- Remain particularly observant for suspicious activities in and around critical points, such as refueling locations, terminals, port facilities, and chemical plants.
- Be alert for “tailing” or suspicious persons/vehicles constantly close to you.
- Always observe bridges, tunnels, potential choke points, and other potential targets.
- All drivers have a form of communication (ex. cell phone, 2-way radios, etc), which will allow contact to be made between the driver and the shipper or the destination facility.
- Monitor communications for any changes in conditions that might affect you en route. Communicate information you learn to your dispatcher.
- Request photo identification from all drivers.
- In case of an emergency concerning hazardous material transportation, the vehicle driver shall notify the police and USACE representative as soon as practicable.

VIII. Security Breach Procedure

Any significant site security breaches which pose an apparent danger to employees, equipment, facilities or hazardous material shipments will be reported to the USACE (*name of District*) security officer immediately. The (*name of USACE office*), who will respond according to the nature of the event, will document all non-significant security breaches. Documentation of all events shall be maintained by the USACE representative and the Security officer as appropriate.

A significant security breach will include any:

- Actual attack or apparent attack
- Incident involving actual or attempted hijacking
- Deliberate act aimed at stopping a vehicle or causing an accident
- Incident involving the use or threatened use of weapons of any kind
- Discovery of sabotage or attempted sabotage of any shipment, equipment or security system
- Unexplainable failure of security technology and systems
- Unauthorized personnel found in or attempting to enter areas involving hazardous materials operations, tanks, trailers, and other specialized equipment for transportation of hazardous materials
- Loss, theft, or compromise of security sensitive information
- Cyber attack against USACE's business system

A non-significant security breach will include any:

- Observations of apparent or suspected characteristic terrorist operational acts
- Attempts to gain security related information from USACE personnel
- Employees accessing or attempting to access areas for which they are not authorized
- All other failures of security technology and systems, and other violations of security policies and procedures

IX. Revisions to this Security Plan

(*Name of USACE office*) will review the security records and performance of all operations at least once per year to determine if any revisions are needed to this plan. Additionally, for each significant breach of security the (*Name of District*) Security Officer will make a determination whether any interim modifications are required. Finally, changes in Force Protection Levels may also require modifications of this plan.

X. DOT Security Training Requirement

Site-specific security training is required for all HAZMAT employees at the site. Each hazmat employee at this site must be trained concerning this Security Plan and its implementation.

The following persons have been trained on this security plan:

Name

Job Title

Date of training