

**U.S. Army Fort Devens, MA
Ammunition Supply Point (ASP)**



**EXPLOSIVES SAFETY MANAGEMENT PROGRAM
(ESMP)**

22 September 2022

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1. PURPOSE

- a. This document establishes and implements the Explosive Safety Management Program (ESMP) for U.S. Army Fort Devens ASP. This policy complies with the requirements set forth in Department of Defense (DoD) Directive 6055.9E, DoD Instruction 6055.16, DoD Manual 6055.09-M, Army Regulation (AR) 385-10, Department of Army Pamphlet (DA Pam) 385-64, and DA Pam 385-65.
- b. This Explosive Safety Management Program (ESMP) identifies the roles and responsibilities of all organizations with an Ammunition and Explosives (A&E) mission at U.S. Army Fort Devens ASP including any service components, contractors, and installation or tenant activities.
- c. It provides the policy and framework for addressing the sixteen elements (organization and staffing, site planning, facilities conformance, emergency response, tenants, master planning, ranges, contractors, accident prevention program, facility maintenance, demilitarization and destruction, risk management, explosives safety issuances, records management, inspections/evaluations/audits and training required by the Army and DoD.

2. POLICY

- a. U.S. Army Fort Devens ASP facilities and operations involving Ammunition and Explosives (A&E) must comply with the requirements of all applicable Federal, DoD and Army Regulations, and this Plan. The following minimum requirements shall govern explosives facilities and Ammunition and Explosives (A&E) operations at U.S. Army Fort Devens ASP:
 - i. Perform all conventional Ammunition and Explosives (A&E) Commander duties required by AR 385-10 and DA Pam 385-64.
 - ii. Establish and implement an Explosive Safety Management Program (ESMP).
 - iii. Ensure that personnel receive explosives safety training as required by Army policy and standards, and contracts include appropriate explosives safety training requirements.
 - iv. Conduct periodic reviews, inspections and audits to ensure compliance with the Explosive Safety Management Program (ESMP) and implement risk mitigation measures.
 - v. Unless prohibited by law or regulation, delegate authority to others to conduct duties as deemed appropriate.

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- b. It is the Logistics Readiness Center Director's policy to follow the cardinal rule of explosives safety: limit the exposure to a minimum number of personnel, for a minimum amount of time, to a minimum amount of A&E consistent with safe and efficient operations.
- c. All operations involving ammunition and explosives will be reviewed to identify and manage the risk associated with the operation. Operations must be conducted in a manner, which exposes the minimum number of people to the smallest quantity of explosive for the shortest period consistent with conducting the operation.
- d. Primary responsibilities for Ammunition and Explosive (A-E) operations are linked below. This Chapter establishes the Fort Devens RFTA Explosive Safety Management Program (Fort Devens ESMP).

3. APPLICABILITY

- a. The provisions of this ESMP are applicable to all units, activities, operations and activities involving the handling, storage, shipping, receiving and/or disposal of A&E at the ASP.

NOTE: Throughout this ESMP, A&E will mean not only conventional ammunition but also nonstandard A&E, commercial A&E, chemical agent A&E, ordnance and explosives clean-up operations when and where appropriate.

4. ORGANIZATION AND STAFFING

4-1. Tenants/Organizations/Activity Commanders with an A&E mission at the ASP will:

- a. Comply with this ESMP.
- b. Establish a Standard Operating Procedure (SOP) in compliance with AR 385-10, DA Pam 385-64, or service component command directive.
- c. Ensure that the explosive safety posture reviews are conducted within 30 days and are also periodically thereafter.
- d. Personnel who handle and transport ammunition and explosives should complete the Ammunition Handler Certification Course; AMMO-108 DL, and the Transportation of Hazardous Materials Course, AMMO-67 DL. Other courses to consider for personnel who will be involved in ammunition and explosive operations are, AMMO-45. AMMO-63, AMMO-64.

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- e. Ensure that vehicles designated for transport of ammunition and explosives are properly inspected and a DD 626 is completed. Additionally, ensure that DD 2890 will be completed and on hand during movement.

4-2 Logistics Readiness Center Director will:

- a. Ensure ammunition operations are being conducted in accordance with licenses and applicable army regulations and guidance.
- b. Ensure that all personnel involved in ammunition and explosive operations are properly trained prior to assuming their duties.
- c. Assist the Fort Devens RFTA Safety office with the review of explosive storage site plans and licensing requirements.
- d. Submit request to the DPW for inspection and testing of the ASP lightning protection/ground system at least 90-days prior to expiration.
- e. Submit all work orders to DPW for correction of any ASP safety deficiency.

4-3. Managers/Supervisors operating an A&E mission at the ASP will:

- a. Ensure personnel receive and document explosives safety training as required by DoD, Army, and/or service component command policy and standards.
- b. Ensure A&E contracts include appropriate explosives safety training requirements.
- c. Every effort will be taken to remove excess, unwanted, unneeded, or unknown A&E inventory from storage. Each organization will have a surveillance program IAW Supply Bulletin (SB) 742-1 and AR 702-6 to ensure safety of A&E in storage.
- d. Participate in the U.S. Army Fort Devens Explosives Safety Council (ESC).
- e. Participate in U.S. Army Fort Devens Explosive Safety Working Group (ESWG).
- f. Coordinate with the U.S. Army Fort Devens Installation Safety Office in the preparation of A&E safety site plans. Obtain higher HQ or component command concurrence of A&E safety site plans prior to submitting to Installation Safety Office for review and occurrence.
- g. Maintain the proper fire and chemical hazard symbols of A&E present within A&E facilities and notify U.S. Army Fort Devens installation Safety Office when those hazards change in order for the fire station to be notified, unless specifically authorized not to do so due to, for example, security concerns

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- h. Ensure periodic inspection and testing on lightning protection systems are conducted on all A&E facilities IAW DA Pam 385-64.
- i. Conduct periodic inspections and/or audits of A&E activities to ensure compliance with the activity SOP and DA Pam 385-64, including compliance with the Hazards of Electromagnetic Radiation to Ordnance (HERO) requirements.
- j. Ensure SOPs are properly staffed and approved prior to starting operations, and that no deviations are allowed without proper review and final approval.
- k. Prepare an Explosives License for every separate A&E operating and storage location within the Fort Devens ASP.
- l. In the event DoD and Army explosives safety policy cannot be met, DARADs will be approved at the appropriate level IAW DA Pam 385-30.
- m. Participate as required in A&E inspections and evaluations.
- n. Ensure A&E mishaps are properly reported, investigated, and analyzed.
- o. Ensure all operations are performed in accordance with approved Explosives Safety Site Plans (ESSPs), licenses, and DARADs.
- p. Ensure facilities approved for A&E storage and operations are used for their approved purposes.
- q. Ensure that a Deliberate Risk Assessment Worksheet (DD form 2977) or equivalent is completed prior to hazardous operations IAW ATP 5-19.
- r. Ensure that all operating personnel working with A&E are trained and certified, and familiar with ATP 4-35.1, Techniques for Munitions Handlers.
- s. Ensure all required tools and equipment are on hand and in serviceable condition for ammunition operations.
- t. Provide appropriate Personal Protective Equipment (PPE), ensure personnel are trained in its proper use, and personnel are using PPE where required.
- u. You are the appointed as the LRC, ESMP representative for the ASP.

4-4. The Fort Devens ASP Explosives Safety Representative will:

- a. Serve as the POC for all ESMP-related actions and is the POC for the U.S. Army Fort Devens Installation Safety Office.

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- b. Identify requirements, assist with the preparation, coordination, and review/approve explosives licenses, A&E safety site plans, safety submissions, SOPs, and A&E safety deviations for the organization.
- c. Ensure all Fort Devens ASP Potential Explosion Sites (PESs) and Exposed Sites (ESs) are covered by a DOD and Army approved A&E ESSP and are properly depicted on the Installation Master Plan. Ensure plans and construction designs for explosives, chemical agent, or ordnance clean-up, manufacture, testing, storage, surveillance, maintenance, response actions, demilitarization, and appropriately experienced personnel properly review disposal facilities for compliance with safety standards.
- d. Safety inspections must be conducted and documented at least semi-annually for all areas where A&E-related activities (for example, production, handling, use, maintenance, munitions response, demilitarization, and disposal) routinely occur. Maintain a list of all such areas and records of inspections. Static storage will be inspected annually.
- e. Ensure special analysis and management controls are in place for any nonstandard A&E.
- f. Monitor A&E uploads and other A&E activities that involve the transportation, storage, and operations of A&E to ensure explosives safety requirements.
- g. Serve as the LRC focal point for and coordinate ESMP requirements with commanders; and provide concurrence on tenant unit or component command SOPs.
- h. Review the Fort Devens Installation Master Plan for planned facilities construction on or near the Fort Devens ASP both prior to and after construction to ensure compliance with explosives safety standards.
- i. Review policies, SOPs, and directives for compliance with explosives safety requirements. Copies of SOPs will be on file at the U.S. army Fort Devens Installation Safety Office.
- j. Review risk assessments, DARADs, and secretarial certifications for completeness and accuracy prior to forwarding for approval and yearly thereafter.
- k. Review explosives safety licenses annually.
- l. Maintain a list of approved A&E safety deviations and brief incoming Commanders of their existence and plans for correction.

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- m. Actively participate in the Master Planning process and annually review the Master Plan to ensure current and future operations Explosives Safety Quantity Distance (ESQD) arcs are appropriately drawn.

4-5. Employees who are involved in A&E activities will:

- a. Use the PPE and protective devices provided.
- b. Develop safe working habits by following safe practice rules and regulations in order to protect themselves and fellow workers from injury.
- c. Read, sign, and adhere to all applicable SOPs prior to working with A&E.
- d. Properly secure all A&E loads when transporting munitions.
- e. Stop any operation that will cause or is likely to cause death or serious injury or property damage. Immediately notify a supervisor or safety specialist for further guidance. Do not proceed with any A&E operations that are not within regulation safety standards.
- f. Notify supervisor of all safety deficiencies.
- g. Do not engage in any operations involving A&E unless certified.

4-6. Contracting Officer Representatives (COR) will:

- a. Monitor, control, and manage contractor operations involving A&E to ensure their explosives safety posture meets, or is compatible with, the Army and mission requirements of the organization.
- b. Coordinate with the U. S. Army Fort Devens Safety office to perform periodic evaluations IAW DA PAM 385-64.
- c. If contractors are involved in a safety related incident or work-related illnesses, ensure prompt reporting to the appropriate authority or chain of command. All incidents and work-related illnesses must be reported immediately to the supervisor. Immediately after management/supervisory personnel notifications, notify the Safety Office and the Contracting Officer.

1. EXPLOSIVE SAFETY COUNCIL

- a. An Explosive safety Council will be established and ran by Fort Devens Garrison safety Manager to meet quarterly to discuss current A&E topics and address unit issues and concerns.

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- b. Meeting minutes will be distributed to all organizations and tenant units on the Fort Devens RFTA and to major headquarters for units that train at Fort Devens RFTA.

2. CONTRACTING

- a. All contracts involving A&E will include Defense Acquisition Regulations System (DFARS) clause 223.370. This clause requires the use of DOD contract safety manuals and safety oversight. The clause cannot be removed without authorization from the appropriate command level. The lead contracting agency will review appropriate A&E contracts for all A&E safety requirements.
- b. In addition to the DFARS clause, all A&E contracts will require compliance with A&E safety requirements, accident reporting provisions and develop an SOP as required by DoD 6055.9, AR 385-10, DA Pam 385-64 and DoDM 4145.26M, whichever is more restrictive. Use of DoDM 4145.26M in lieu of Army Safety documents/ regulations will require approval by the Commanding General (AMC).
- c. For operations monitored by Defense Contracting Agency (DCMS), the DCMA safety representative will coordinate any A&E safety issues with the Army Sustainment Command (ASC) safety office.
- d. The primary point of contact when contractors are involved in A&E operations will be the Contracting Officer or the Contracting Officer's Representative (COR).
- e. Accident, incident and malfunction issues involving contractors will be reported as per normal notification and reporting requirements found in this regulation.

3. MASTER PLANNING

- a. Real Property Master Planning (RPMP) is a continual, collaborative, and integrated process, primarily performed at the installation level, reflective of mission requirements. In order to maintain this process, it is imperative that all tenants and component commands use the systems specified in AR 210-20, RPMP for Army Installations, 16 May 2005 when requesting changes or additions to the RPMP. The Senior Commander, or his/her designated representative, participates in the installation Real Property Planning Board (RPPB) to ensure that all new construction is properly sited according to explosives safety standards.

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- b. Any real property known or suspected to contain MEC (RCWM) IAW DODD 6005.09M and DA Pam 385-64 chapter 19, Unexploded Ordnance (UXO) IAW DA Pam 385-64 chapter 19, or Chemical Warfare Materiel (CWM) IAW DA Pam 385-61 will be treated and handled accordingly.
- c. Master Planning maintains an A&E Master Plan map showing locations of A&E operations and quantity distance arcs for the U.S. Army Fort Devens ASP. Directorate of Public Works Master Planning department develops the maps.
- d. An A&E Master Plan Map will be developed and maintained by the DPW Master Planner, and a copy provided to the Fort Devens RFTA Safety Office and the LRC Director. The map will contain the following information:
 - e. The A&E Master Plan map includes the following:
 - i. A&E hazard class, division, and the Net Explosives Weight (NEW) authorized at each site.
 - ii. A&E safety 'clear zones' required around each location based on ESQD criteria.
 - iii. Primary and alternate routes for the transport of A&E through the installation.
 - iv. Locations, outside of designated impact areas, authorized for the conduct of A&E operations to include on or offloading and combat aviation and ground loading.
 - v. Airfield locations designated for jettisoning or addressing hung AE and gun-clearing operations will be addressed in applicable regulatory policy.
 - vi. Vehicles upload and download areas (other than at authorized firing ranges).
 - vii. A&E support facilities.
 - viii. Locations of real property and facilities known or suspected to contain MEC, Material Presenting a Potential Explosives Hazard (MPPEH) and areas where a munitions response (cleanup) have been completed, but residual hazards are known or suspected to be present.
 - ix. Date the map was last validated.

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- f. The U.S, Army Fort Devens Installation Safety Office annually documents a review of the A&E Master Plan map to monitor encroachment within ESQD and ensure required explosives safety site plans, submissions and explosives licenses are accomplished.

4. Explosive Safety Site Plans (ESSP)

- a. All locations where A&E operations are conducted will have an ESSP and will be licensed.
- b. Units and organizations with the A&E mission will submit a request for an EESP to the Fort Devens RFTA Safety office.
- c. The specific reasons/ situations that requirement an ESSP are detailed in DA Pam 385-64, Chapter 4. Additionally, situations that do not require an ESSP are also detailed in DA Pam 385-64, Chapter 4.
- d. The submission requirements for ESSP approval are outlined in both AR 385-10 Chapter 5 and DA Pam 385-64 Chapter 4 and will be followed for all ESSP submission. Generally, the ESSP submission flows through the normal chain of command review and approval process. For Fort Devens RFTA ESSP submission they will be routed through the LRC Safety Office and AMC Safety Office prior to final submission to the US Army Technical Center for Explosive Safety (USATCE). Additionally, a copy will be forwarded to the IMCOM Safety Office. The Department of Defense Explosive Safety Board (DDESB) will review the ESSP and make the final decision on approval.
- e. Once approved a copy of the approval will be sent to the Fort Devens RFTA Safety Office and will be keep on file. A copy will be furnished to the Fort Devens RFTA Installation Master Planner and to the Fort Devens RFTA ASP and/or the unit that requested the ESSP.
- f. Units that have tactical training positions, such as field ASPs or ATPs, do not require an ESSP. However, they will conduct a detail Risk Assessment of A&E operations to ensure that the ASP/ATP operation does not present a potential explosive safety risk to other units.
- g. ESSPs are not required for operational ranges that have surface danger zones established or for firing positions of direct and indirect fire.
- h. Temporary, non-recurring operations such as training exercises do not require an ESSP, however they do require a licensing request.

5. EXPLOSIVES SITE LICENSE

- a. All A&E facilities that store explosives must have an explosives license as required by DA Pam 385-64. A copy of the current explosives license is on file at U.S. Army Fort Devens Installation Safety Office.
- b. The Fort Devens RFTA Safety office has the lead for all ESSP and Licensing procedures. The Garrison Safety office will coordinate with the installation master planner, facility engineers, QASAS, fire prevention, security, environmental, facility users, range operations and ASP manger to develop the ESSP.
- c. Every explosive license is reviewed annually by the Explosives Safety Representative against their approved ESSP and will provide the Installation Safety Office a memorandum stating verification of this annual review.
- d. Explosives site licenses do not have an expiration date. The license is a locally developed form following the guidelines established in DA PAM 385-64.
- e. The explosive license form will, at a minimum, contain the following information:
 - i. The organization requesting the license.
 - ii. Ammunition or explosives area location.
 - iii. Site plan file number. If authorized under a DARAD, the word "DARAD" will be used until a site plan is attained.
 - iv. The AE facility number.
 - v. Type of facility, i.e., Earth-Covered Magazine (ECM), Above-Ground Magazine (AGM), etc.
 - vi. The Hazard Class/Division (HC/D) authorized by an approved site plan i.e., 1.1, 1.2.1, 1.3, etc.
 - vii. Allowable limits of each of HC/D, expressed in pounds (lbs.) NEW authorized by an approved site plan or DARAD.
 - viii. Determining or limiting factor, which limits the amount of the NEW being stored.
 - ix. Actual separation distance between the facility sited and the determining or limiting factor.

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- f. A signed copy of the explosive site license will be posted in each of the licensed facilities. The license will be posted in an area as close to the entrance of the structure as possible in a conspicuous location.
- g. Original licenses will be prepared by the U.S. Army Devens ASP Explosives Safety Representative. The final approval for a license is the Fort Devens Base Commander.
- h. Licenses do not expire but will be reviewed annually by the Fort Devens RFTA Safety Manager with the unit to determine if the circumstances that granted the license have changed. The Fort Devens RFTA Safety Manager will coordinate the review at least 30-days prior to the annual review date. The annual review will include a storage site inspection. The Safety manager will coordinate as necessary with the QASAS for technical requirements, DOD Police, fire and DPW engineers. After the review, the Safety Manager will present the licenses for Garrison Commander review and approval.

6. FACILITIES CONFORMANCE

- a. The Explosive Safety Representative is responsible to ensure facility construction meets requirements of approved ESSP in accordance with the DA Pam 385-64.
- b. Tenants/Organizations/Activities using the U.S. Army Fort Devens ASP are responsible for ensuring periodic inspections of their A&E facilities and/or operations to ensure continued compliance with approved ESSP and other safety requirements. They are responsible for reporting facility non-conformances.
- c. The U.S. Army Fort Devens Installation Safety Office and DPW reviews and releases work orders pertaining to explosives safety.
- d. The U.S. Army Fort Devens Installation Safety Office, or their designee, has the authority to inspect any facility and/or operation at any time.

7. FACILITIES MAINTENANCE

- a. Ensure periodic inspection and trend analysis are conducted on lightning protection systems. See DA Pam 385-64 for guidance.
- b. Fort Devens RFTA DPW is responsible for all required or needed maintenance at the ASP. Normal work-order procedures will be followed to request scheduled or periodic maintenance or for situations where a maintenance problem has been identified.

8. RANGES

- a. The U.S. Army Fort Devens ASP does not control or operate on any ranges.

9. DEMILITARIZATION/DESTRUCTION

- a. Demilitarization and destruction of ammunition, explosives and propellants does not occur at the Ft. Devens ASP mission.

10. UNEXPLODED ORDNANCE (UXO)

- a. UXO is considered the most dangerous category of military munitions. There are no safe procedures for moving, rendering safe or destroying UXO, but merely procedures considered less dangerous. Destruction-in-place (referred to as either blow-in-place or BIP) is the least dangerous and is the preferred method of UXO destruction.
- b. Except for Explosive Ordnance Disposal (EOD), no other personnel will attempt to excavate, touch, move, render safe or dispose of any suspected ammunition item.
- c. When a suspected UXO is discovered, it should be immediately reported to the Safety Office or the MP's. UXO response and reporting procedures are outlined in section 13d.
- d. UXO Response Procedures:
 - i. Notification: In the event that any UXO is located, during or after work hours, follow the "3Rs" response process. Recognize, Retreat, and Report.
 - ii. **"RECOGNIZE"** Be aware that in most training areas munitions have been used for a long time and not all that ammunition has functioned properly. The understanding that it is there, and all personnel should be alert to it is the start point of recognize. As we train, we should expect to see UXO and be ready to take appropriate actions. If you suspect that an item is UXO do not spend time examining the item. At times, it may be difficult to identify an item exactly. But if soldiers are aware that it may be present, that is the first step.
 - iii. **"RETREAT"** Once identified it is time to move away. Leave the area the same way you came in. Stay calm and inform others that are with you. If possible, mark the area in some way so you can direct responders when you report the UXO, and they arrive. Move to a safe distance and then report. Do not leave until responders arrive.

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- iv. **"REPORT"** Report the discovery to Range Control immediately. If Range Control is not open (after 2300) report to the DoD Police. Remember to stay in the vicinity so you can guide responders to the location. Provide as much information as possible.
 - v. Do not disturb any unexploded ordinances (UXOs). Warn others and mark location of all UXOs. Notify chain of command and Range Control of the UXO.
 - vi. Range Safety officer will respond to the location and assess the situation, responding to any injuries appropriately, and controlling the scene until EOD arrives.
 - vii. Explosive Ordinance Disposal (EOD) and Technical Escort Unit (TEU) are the only teams that will conduct Level I response.
- e. Awareness Training. UXO awareness training is required for all workers performing excavation, demolition, or any other activities that require disturbing the ground.

11. AMMUNITION AMNESTY PROGRAM

- a. The U.S. Army Fort Devens ASP has an amnesty box located at the ASP warehouse facility and is monitored by ASP personnel.
- b. The U.S. Army Fort Devens ASP and Fort Dix ASP QASAS supports the Installation Amnesty Program upon request.
- c. An annual ammunition amnesty day will be established and publicized to all units and held in September of each year. The ASP will identify the day and the Fort Devens RFTA Safety office will ensure widest dissemination to all units.
- d. Large quantities of ammunition or ammunition over the .50 caliber requirement will be reported to the Garrison Commander. An investigation lead by the Garrison Safety officer with ASP assistance will be conducted to determine where the ammunition came from. The results will be briefed to the Garrison Commander and a decision made about the involvement of a criminal investigation by CID.
- e. The Fort Devens RFTA Safety office with the assistance of the ASP will review amnesty turn-in quantities and types to develop any trends and make recommendations to the Garrison Commander about appropriate corrective actions and policy changes.

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- f. Found On Post Ammunition
 - i. Ammunition found on post of unknown origin, excluding small arms ammunition will be considered hazardous and will be reported to Range Control immediately.
 - ii. Range Control will notify the ASP, Ammunition Branch Manager, who will decide about notification of EOD personnel.
 - iii. Units that find the ammunition should not attempt to move it or collect it. Mark the area, control access, and wait until Range Control or ASP personnel arrive.

12. RISK MANAGEMENT

- a. When DoD and Army explosives safety regulations and policies cannot be met, the procedures set forth in DA Pam 385-30 will be followed. Other Government Agencies (OGAs) and Non-Government Organizations (NGOs) operating within the U.S. Army Fort Devens ASP will specify an equivalent risk acceptance process in their SOP.
- b. Deviation Approval Risk Assessment Document (DARAD) approval authority will be IAW Army requirements specified in DA Pam 385-30. Submit all deviations from DoD and Army regulations requiring a DARAD to the Installation Safety Office for review. Copies of approved DARADs will be submitted to USATCES.
- c. The DoD and Army recognize in the referenced regulations that explosives safety deviations may be necessary at times, and when required must be documented and managed with appropriate risk management processes.

13. ACCIDENT PREVENTION PROGRAM

- a. Explosives safety as an integral part of U.S. Army Fort Devens ASP overall accident prevention plan.
- b. Ammunition and explosive accident prevention starts with leadership. Leaders must ensure the following prior to any operation with ammunition and explosives:
 - i. Ensure that personnel are trained and certified where required to conduct ammunition and explosive operations.
 - ii. Personnel follow the established procedures for any ammunition and explosives operation.

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- iii. Detailed Risk Assessments must be developed and the proper risk acceptance authority reviews and accepts the controls and the residual risk level from the assessment.
 - iv. All personnel must maintain awareness during A&E operations and stop any unsafe action or violation of procedures so that corrective action can be taken.
 - v. Any accident or incident with ammunitions and explosives must be reported to the proper authorities immediately.
- c. Ammunition malfunctions will be reported following the procedures outlined in AR 75-1. Unit Commanders// OICs will report the malfunction to Range Control. Every action necessary should be taken to maintain personnel safety, including ordering a halt to training. Range control will contact the ASP Office. The ASP will then contact the QASAS and the Fort Devens Safety Office. DA Form 4379 (Ammunition Malfunction Report) should be used to capture the malfunction details.
- d. The accident prevention plan will be tailored to the operation being conducted and will address the program elements required in AR 385-10, Table 1-1 and DA Pam 385-10 as a minimum.
- e. A copy of the accident prevention plan is provided to the U.S. Army Fort Devens Installation Safety Office.

14. EMERGENCY RESPONSE

- a. The U.S. Army Fort Devens Fire Inspector representative conducts fire prevention inspections in A&E facilities and has the authority to inspect any facility at any time.
- b. All organizations with an A&E mission within the U.S. Army Fort Devens ASP will maintain the proper fire and chemical hazard symbols of explosives present within the facility. In addition, the U.S. Army Fort Devens Installation Safety Office will be notified then those hazards change.
- c. In the event of an explosive's accident, the Senior Fire Officer will be the Incident Commander in charge of the emergency response until the scene is declared safe. The Installation Safety Office is part of the Incident Commanders Response Team.
- d. When notified by Department of the Army Safety, the incident scene will be turned over to the Accident Board appointed investigation team. The appointed Accident Investigation Board (AIB) will control the site after completion of emergency response actions.

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- e. Any release of information will go through the U.S. Army Fort Devens Installation Safety Office and the Installation Commander's office.
- f. All requirements, responsibilities and procedures are outlined in the Ft Devens ASP Fire SOP

15. EMERGENCY ACTION PLAN

- a. All organizations with an A&E mission within the U.S. Army Fort Devens ASP will have an emergency action plan that complies with the requirements of the 29 CFR 1910.
- b. LRC personnel working within the U.S. Army Fort Devens ASP will follow the U.S. Army Fort Devens ASP Installation ESMP Emergency Action Plan.

16. INSPECTIONS/EVALUATIONS/AUDITS

- a. All organizations with an A&E mission at the U.S. Army Fort Devens ASP will conduct and document periodic internal (at least annual) inspections and/or audits of A&E activities (e.g., A&E storage, packing, handling, surveillance, maintenance, demilitarization, and disposal activities) to ensure compliance with DoD and Army A&E policies. Inspection findings shall be documented and followed-up to ensure implementation and effectiveness of corrective measures. At a minimum, inspections shall address the elements required by DA Pam 385-64, paragraph 1-9.
- b. The Explosives Safety Representative will document final A&E facilities acceptance inspections following construction, renovation or modification of facilities prior to commencing any explosives operation.
- c. The results of external inspection, evaluations, audits and surveillance efforts (HQ, IG, technical assistance, DDESB survey or program evaluation) will be incorporated into action plans, lessons learned and will be tracked to remediate inspection deficiencies.
- d. Inspection records will be made available for review during all external program evaluations/audits.
- e. Organizations with an A&E mission at the U.S. Army Fort Devens ASP shall conduct periodic surveys of A&E transportation activities to evaluate implementation of A&E transportation safety requirements. At a minimum, A&E transportation inspections shall address the elements required by DA Pam 385-64, paragraph 1-10.

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- f. The LRC ASP will fall under the Garrison's Accident Prevention Plan for all reported, investigated, and analyzed.

17. EXPLOSIVES SAFETY ISSUANCES

- a. ESMP issuances consist of, but are not limited to, local policies (SOPs), ARs, pamphlets and other publications. All Organizations with an A&E mission at the U.S. Army Fort Devens ASP will have a safety policy and SOPs, which include A&E safety management.
- b. All Organizations with an A&E mission at the U.S. Army Fort Devens ASP will review SOPs on a bi-annual basis. The originating organization will obtain appropriate professional safety support for review and concurrence of hazard analysis and SOPs.
- c. All explosives safety policies will comply with Army and DOD requirements and will be reviewed by explosives safety personnel prior to approval.
- d. Any safety control measures required, such as through ESSP requirements or hazard analysis to manage A&E risk, will be documented with controls implemented and periodically monitored to ensure compliance.
- e. All organizations with an A&E mission at the U.S. Army Fort Devens ASP will be aware of and take precautions with any HERO unsafe munitions. If a HERO unsafe munition is located within the ASP facilities or if a munition will be rendered HERO unsafe, the Garrison Safety Office will be notified.

18. RECORDS MANAGEMENT

- a. All organizations with an A&E mission at the U.S. Army Fort Devens ASP will maintain records as required by ARs. Records will be made available for review during external program reviews/audits.
- b. Lightning Protection System (LPS) test and inspection records for the past six inspections cycles will be maintained by the U.S. Army Fort Devens Safety Office, LRC Director and ASP Manager.
- c. All organizations with an A&E mission at the U.S. Army Fort Devens ASP will maintain A&E inventory records to control NEW, Hazard Division (HD) and compatibility requirements per site plans and licensing.

19. NONSTANDARD AMMUNITION

- a. Nonstandard ammunition is defined as munitions and/or energetic materials that do not have a standard National Stock Number (NSN), or not available for procurement through the defense supply system.

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- b. Storage of nonstandard ammunition at the ASP shall be kept to the minimum in support of approved and funded programs.
- c. Non-standard ammunition/propellant received with valid stabilizer test data results within the two years prior to receipt will be accepted for a period not to exceed two years from the last test date, or the date of manufacture.
- d. All nonstandard ammunition requires a DoD, Hazard Division, and Compatibility Group assignment. All nonstandard ammunition that is without proper assigned HD and Compatibility Group, will be stored as HD 1.1 and Compatibility Group L. Small arms items (.50 caliber and below, in which the projectile does not contain energetic other than tracer material) will be stored as HD 1.4, Compatibility Group G. Storage of nonstandard ammunition that requires Compatibility Group L occupies valuable excessive storage space at the Fort Benning ASP and such storage is discouraged.
- e. DoD titled non-standard ammunition in storage or transportation will have the Interim Hazard Classification (IHC) physically present with the ammunition at all times.

20. TRAINING

- a. For all organizations with an A&E mission at the U.S. Army Fort Devens ASP operating under DoD 4145.26M, DoD Contractor's Safety Manual for Ammunition and Explosives, training of personnel will be IAW C3.3.3.
- b. It is essential that only properly training and certified personnel be allowed to conduct A&E operations.
- c. Personnel shall receive appropriate training before performing work that involves exposure to A&E. The training shall include:
 - i. Specific safety and health hazards.
 - ii. Emergency procedures including shutdown and safe work practices applicable to the employee's job tasks.
- d. Unit Commanders of units with an A&E mission at Fort Devens RFTA will determine who in their organizations requires A&E training, develop a training program for those identified personnel and ensure that these personnel meet the requirements of DA Pam 385-64 for training using Figure 1-as their guide. Recommended training courses are Intro to Ammunition (AMMO-45), Explosive Safety (AMMO-63), Class V issue and turn-in (AMMO-64), Hazmat (AMMO-67), and A&E storage safety (AMMO-112) all of which are on-line.

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- e. Additionally, unit Commanders are strongly encouraged to develop a certification procedure as part of their training program and issue A&E handlers' certificates as well as HAZMAT training certificates. This could be as simple as a memorandum for record indication who is A&E and HAZMAT certified based on a review of training completed. Certification should also be annotated on the military issued license.
- f. For military personnel in an Ammunition MOS the completion of their MOS training requirements is all that is required for training and do not need to be certified. However, Commanders may require refresher training in any of the courses listed in DA Pam 385-64, Figure 1-1.
- g. All personnel assigned to the ASP at Fort Devens require specific training certification based on the duty position assigned. The Ammunition Branch Supervisor will verify training completion for all ASP personnel and present that information the LRC Director for certification. In addition to training, personnel will be mentored and observed in the performance of their responsibilities prior to recommendation and certification. After the LRC Director's review, the recommendation for certification will be presented to the Explosive Safety Council Review Board. The Board consists of the ASP Manager, the Garrison Safety Officer, and the Garrison Deputy to the Commander as the Board Chair. The Garrison Commander will sign as the Certifying Official once the Board has completed its review. The following are the minimum training courses required by position:
 - i. Ammunition Handler: AMMO-12, AMMO-45-DL, AMMO-62, AMMO-63-DL, AMMO-64-DL, AMMO-67-DL, AMMO-68-DL.
 - ii. Ammunition Surveillance: All the courses above plus AMMO-4, AMMO-10-DL, AMMO-12, AMMO-14, AMMO-28-DL, AMMO-31-DL, AMMO-43-DL, AMMO-54-DL, AMMO-60, AMMO-62, AMMO-75-DL, AMMO-78-DL, AMMO-97-DL.
 - iii. Ammunition Supervisor: All the courses for Ammunition Handler and Surveillance personnel plus and AMMO-76-DL.
- h. For all units that request and draw ammunition from the Fort Devens ASP, personnel who will be receiving and handling ammunition will be required to complete the following on-line courses: AMMO-45-DL, AMMO-63-DL, AMMO-67-DL and AMMO 108-DL. Proof of completion (completion certificates) may be verified by ASP personnel at the time of issue. This training requirement does not apply to personnel with MOS 89B serving in an ammunition MTOE position. Completion of AMMO-67-DL fulfills the requirement for HAZMAT familiarization.

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- i. The contractor shall ensure that each employee involved in an A&E process has received and understood the training and receives appropriate refresher training. The contractor shall prepare a record that contains the identity of the employee, the date of training and the means used to verify that the employee understood the training. Organizations are responsible for ensuring subcontractors supporting their A&E operations receive appropriate A&E training to meet contractual requirements.
- j. All A&E personnel operating under Army Regulations at the U.S. Army Fort Devens ASP will be trained IAW DA Pam 385-64, Figure 1-1. Personnel responsible for the development and review of deviations and risk assessments will be trained in explosives risk management.
- k. DA Pam 385-64, Paragraph 1-8.c, authorizes local courses providing the same degree and level of training to be substituted for Figure 1-1 courses, however, any substitution must be approved by the ASC Safety Director IAW DA Pam 385-64.

21. EXPLOSIVES STORAGE

- a. Mixed or "Z" compatibility storage is not stored at the Ft Devens ASP.
- b. Storage of A&E within the ASP will be IAW AR 385-10, DA PAM 385-64, and this ESMP. A&E shall only be stored in buildings that have been approved for this purpose and have posted storage limits.
 - i. Supervisors are responsible for ensuring that all storage requirements are met.
 - ii. When conditions are such that storage requirements cannot be maintained IAW approved explosives limits, the U.S. Army Fort Devens Installation Safety Office will be made aware of the situation immediately.
- c. All facilities containing explosives and ammunition shall be kept clean and orderly, with proper aisle clearance maintained at all times.
- d. Quality Assurance Specialists - Ammunition Surveillance (QASAS) are available to provide technical assistance on ammunition and explosives operations. They will also inspect all facilities on an annual basis IAW DA PAM 742-1.
- e. Any changes to the fire and chemical hazard changes to hazard areas will be reported to the Garrison Safety and Devens Fire Department.

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22. TENANTS

- a. The ASP on Ft Devens does not have any tenants that fall under them.

23. DEMILITARIZATION AND DESTRUCTION

- a. The ASP on Ft Devens does not preform demilitarization and destruction.

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References:

AR 385-10 - The Army Safety Program

AR 702-6 - Ammunition Stockpile Reliability Program ATP 4-35.1 - Techniques for Munitions Handlers ATP 5-19 Risk Management

DA PAM 385-10 - Army Safety Program

DA PAM 385-30 - Risk Management

DA PAM 385-40 - Army Accident Investigations and Reporting

DA PAM 385-64 - Ammunition & Explosives Safety Standards

DA PAM 385-65 - Explosive & Chemical Site Plan Development & Submission

DoD 4145.26-M - Contractor's Safety Manual for Ammunition & Explosives

DoD 6055.9-M - DoD Ammunition & Explosives Safety Standards

SB 742-1- Inspection of Supplies and Equipment: Ammunition Surveillance Procedures

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Glossary:

AAR	After Action Review
AIB	Accident Investigation Board
AOR	Area of Operations
AR	Army Regulation
ASP	Ammunition Supply Point
A&E	Ammunition & Explosive(s)
BIP	Blow-in-Place (in reference to UXO)
CCR	Certificate of Compelling Reason
COR	Contracting Officer Representative
DA Pam	Department of the Army Pamphlet
DARAD	Deviation Approval and Risk Assessment Document
DCDR-S	Deputy Commander - Support
DCMA	Defense Contract Management Agency
DDESB	Department of Defense Explosives Safety Board
DES	Directorate of Emergency Service
DFARS	Defense Acquisition Regulations System
DoD	Department of Defense
DPTMS	Directorate of Plans Training Mobilization and Security
DPW	Directorate of Public Works
ECM	Earth Covered Magazine
EOD	Explosive Ordnance Disposal

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ES	Exposed Site
ESC	Explosive Safety Council
ESMP	Explosive Safety Management Program
ESQD	Explosive Safety Quantity Distance
ESS	Explosive Safety Siting
ESSP	Explosive Safety Site Plans
ESWG	Explosives Safety Working Group
HC/D	Hazard Class/Division
HERO	Hazards of Electromagnetic Radiation on Ordnance
IAW	In Accordance With
MEC	Munitions and Explosives of Concern
MHE	Material Handling Equipment
NEW	Net Explosive Weight
NGO	Non-Government Organizations
OGA	Other Government Agency
PAO	Public Affairs Office
PES	Potential Explosion Site
POC	Point of Contact
PPE	Personal Protective Equipment
OB/OD	Open Burning/Open Detonation
QASAS	Quality Assurance Specialists Ammunition Surveillance
QD	Quantity Distance
RPMP	Real Property Master Planning
RPPBSDZ SOP	Real Property Planning Board Surface Danger Zones Standing Operating Procedure
USATECS	United States Army Technical Center for Explosives Safety Unexploded Ordnance

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