

Attachment 2**STEPS FOR PREPARING HAZARDOUS MATERIAL**

Use the following illustration as a guide for preparing hazardous materials for military air shipment.

Table A2.1 STEPS FOR PREPARING HAZARDOUS MATERIAL

STEP 1 -- TRAINING	<p>1.1. Ensure proper training and qualification according to paragraph 1.3 and Attachment 25.</p> <p>1.2. If a Preparer, ensure compliance with paragraph 1.2.4. for authorization to certify.</p>
STEP 2 -- IDENTIFY MATERIAL	<p>2.1. Determine if material is hazardous and appropriate hazard classification by utilizing:</p> <p>2.1.1. Hazardous Material Information Resource System (HMIRS).</p> <p>2.1.2. Product Safety Data Sheets (SDS).</p> <p>2.1.3. Manufacturers Information.</p> <p>2.1.4. Joint Hazardous Classification System (JHCS) or Service Technical Directives.</p>
STEP 3 -- DETERMINE PROPER SHIPPING NAME (PSN) AND HAZARDOUS MATERIALS DESCRIPTION	<p>3.1. See Table A4.1. for listing of PSNs.</p> <p>3.2. Determine whether item is “forbidden.” “Forbidden” item(s) may not be shipped via military airlift unless waived per paragraph 2.3.1.</p> <p>3.3. Also listed with PSN is the hazard class, UN number, packaging group (PG)(if assigned), special provisions, and packaging paragraph(s).</p> <p>3.4. Determine whether a technical name is required.</p> <p>3.5. Determine passenger eligibility.</p> <p>3.6. Determine whether item is a “Hazardous Substance” according to Table A4.3.</p>

STEP 4 -- DETERMINE REQUIREMENT FOR CHAPTER 3 AND NON-CHAPTER 3 MISSION (CHANNEL)	<p>4.1. Non- Chapter 3 Airlift, See Chapter 1 & 2 for general requirements that cover all hazardous materials shipments by military airlift. Chapter 2 covers deviations, waivers, and special requirements.</p> <p>4.2. Chapter 3 Operations, See Chapter 3 for exceptions.</p>
STEP 5 -- PACKAGE ITEM	<p>5.1. Package or prepare the item for airlift. Use, as applicable:</p> <p>5.1.1. DOD POP program.</p> <p>5.1.2. Special Packaging Instruction (SPI) or drawing.</p> <p>5.1.3. Technical order, directive or field manual.</p> <p>5.1.4. Manufacturer or vendor packaging.</p> <p>5.1.5. Technical Training.</p> <p>5.1.6. UN Specification Packaging.</p> <p>5.2. If already packaged, go to step 6.</p>
STEP 6 -- VERIFY PACKAGING IS ACCEPTABLE	<p>6.1. Review the paragraph listed in Table A4.1 to determine if it describes the hazardous material as packaged or prepared.</p> <p>6.2. Determine whether special provisions apply.</p> <p>6.3. Review Attachment 3 to determine if package is air eligible and for general packaging requirements.</p> <p>6.4. Ensure UN specification packaging requirements are met, if applicable.</p> <p>6.5. Review Attachment 19 for “Excepted” and “Limited Quantity” exceptions.</p> <p>6.6. Ensure absorbent, closure, and cushioning requirements found in Attachment 20 are met, if applicable.</p> <p>6.7. Determine if vehicle and equipment fuel levels are acceptable.</p> <p>6.8. Ensure accessorial hazards. are secured, if applicable.</p>

STEP 7 -- MARK AND LABEL PACKAGE	<p>7.1. Mark container in accordance with Attachment 14.</p> <p>7.2. Review general marking requirements.</p> <p>7.3. Review hazard class specific marking requirements.</p> <p>7.4. Label container in accordance with Attachment 15. Subsidiary labels are listed in column 6 of Table A4.1.</p> <p>7.5. Review general labeling requirements.</p> <p>7.6. Review handling label requirements.</p>
STEP 8 -- COMPLETE HAZARDOUS MATERIAL CERTIFICATION	<p>8.1. Certify shipment in accordance with Attachment 17.</p> <p>8.2. Review hazard class specific requirements.</p> <p>8.3. Review exceptions for Chapter 3 operations.</p> <p>8.4. Samples of shipper's declarations are included in Attachment 17 for reference.</p>
STEP 9 -- COMPATIBILITY REQUIREMENTS	<p>9.1. Ensure material is compatible in accordance with Attachment 18.</p> <p>9.2. Table A18.1 details segregation requirements for all hazardous material.</p> <p>9.3. Table A18.2. specifies compatibility requirements for Class 1.</p> <p>9.4. Review exceptions for Chapter 3 operations.</p> <p>9.5. If determination that HM is not compatible and separate shipments can not be made, get incompatible HM waiver In accordance with Para 2.3.3.</p>
STEP 10 -- BRIEFING AGENCY REQUIREMENTS	<p>10.1. Attachment 21 details information required to be briefed to the aircraft commander (or designated representative).</p>