



DEPARTMENT OF THE NAVY

NAVAL TRAINING CENTER

2601A PAUL JONES ST

GREAT LAKES, ILLINOIS 60088-2845

NTCGLAKESINST 4650.2B

N22

07 Feb 01

NTC GREAT LAKES (COMPLEX²) INSTRUCTION 4650.2B

From: Commander, Naval Training Center, Great Lakes

Subj: SHIPMENT OF HAZARDOUS MATERIAL

Ref: (a) Code of Federal Regulations 49 (CFR49)
(b) NAVSUP PUB 505
(c) International Air Transport Association (IATA)
Dangerous Goods Regulation
(d) International Maritime Dangerous Goods Code (IMDG)

Encl: (1) DD Form 1149, Requisition and Invoice/Shipping
Document (Sample)

1. Purpose. To provide guidance for activities requiring shipment of hazardous material by any means of transportation.

2. Cancellation. NTCGLAKESINST 4650.2A. This instruction has been substantially revised and should be reviewed in its entirety.

3. Definition. Hazardous material means a substance or material which has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated. This includes the following nine hazard classes.

- a. Class 1: Explosives
- b. Class 2: Gases
- c. Class 3: Flammable Liquids
- d. Class 4: Flammable Solid, Spontaneously Combustible, and Dangerous When Wet
- e. Class 5: Oxidizing Substances and Organic Peroxide
- f. Class 6: Toxic and Infectious Substances
- g. Class 7: Radioactive Material

h. Class 8: Corrosives

i. Class 9: Miscellaneous Dangerous Goods

4. Background Information

a. To ensure compliance with references (a) through (d), all shipments of hazardous material must be routed through the Traffic Branch, Warehouse/Transportation Department, Supply and Logistics, Naval Training Center (NTC), Building 3502. The Freight Rate Specialist is responsible for selecting method of movement and ensuring that shipments are properly packaged, labeled, and marked and identified for shipment.

b. The exception to the above is shipments of radioactive materials (other than limited quantities). Radioactive shipments must be packaged and certified by the requesting activity's radiation technician. These shipments will remain at the activity's location. Once Government Bill of Lading (GBL), freight bill, and other necessary paperwork are prepared, the carrier will be instructed to pick up freight at the specified location.

5. Action

a. Requesting Activity

(1) For each shipment, prepare a DD Form 1149, Requisition and Invoice/Shipping Document, as shown in enclosure (1). Multiple shipments can be included on the same form provided the shipments are being sent to one destination.

(2) Complete all blocks shown as Requisitioner Assigned (RA) on enclosure (1).

(3) The accounting and appropriation data is charged from the requestor's local funding authorization or service wide transportation funds as applicable. Cite a line of accounting chargeable to the requestor in Block 4 of enclosure (1).

(4) List the date by which delivery must be completed in Block 7. If priority/air shipment is required, include a justification statement.

(5) Have the official authorized to procure services for the requesting activity sign in Block 10.

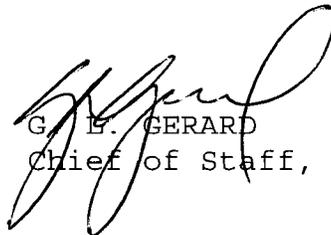
(6) Provide a complete description of material to be shipped in Block 4(b). This description must include the following statement, "This shipment contains hazardous material." Attach the manufacturer's material safety data sheet.

(7) Material can be shipped from the Traffic Branch, Warehouse/Transportation Department or from the activity's location.

(8) The requesting activity will not receive an invoice for carrier service. Responsibility for certification and processing of invoices resides in the Traffic Branch, Warehouse/Transportation, Supply and Logistics.

b. Traffic Branch, Warehouse/Transportation Department, Supply and Logistics, will select the most economical carrier for the shipment based upon delivery date cited in Block 7 of the DD Form 1149 and availability of service.

6. Point of Contact. Assistance or further information may be obtained through the NTC Transportation Officer at DSN 792-4706 or commercial (847) 688-4706.



G. E. GERARD
Chief of Staff, Operations

Distribution:
NTCGLAKESINST 5216.5M
Lists I, II, III-A, B, C

REQUISITION AND INVOICE / SHIPPING DOCUMENT

Form Approved
OMB No. 0704-0246

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1. FROM: (Include ZIP Code)		5. REQUISITION DATE		6. REQUISITION NUMBER	
RA	NO. OF SHEETS RA RA	RA	RA	RA	RA
7. DATE MATERIAL REQUIRED (YYMMDD)		8. PRIORITY			
RA		RA			
9. AUTHORITY OR PURPOSE ADMINISTRATIVE SHIPMENT					
10. SIGNATURE		11a. VOUCHER NUMBER & DATE (YYMMDD)			
RA					
12. DATE SHIPPED (YYMMDD)		b.			
TB					
13. MODE OF SHIPMENT		14. BILL OF LADING NUMBER			
TB		TB			
15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.		TB			

ITEM NO. (a)	4. APPROPRIATIONS SYMBOL AND SUBHEAD			SUBAL-LOT.	AUTHORIZATION ACCTG ACTIVITY	TRANS. TYPE	PROPERTY ACCTG ACTIVITY	COUN-TRY	COST CODE	AMOUNT
	OBL. CL.	BUR. CONT. NO.	RA							
RA	RA	RA	RA	RA	RA	RA	RA	RA	RA	TB
FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND / OR SERVICES (b)										
RA										
POC: RA										
DEFINITIONS										
RA: COMPLETED BY REQUESTING ACTIVITY										
TB: COMPLETED BY NTC TRAFFIC BRANCH										
PIIN: TB										
UNIT OF ISSUE (c) QUANTITY REQUESTED (d) SUPPLY ACTION (e) TYPE CON-TAINER NOS. (f) CON-TAINER NOS. (g) UNIT PRICE (h) TOTAL COST (i)										

16. TRANSPORTATION VIA MATS OR MSTs CHARGEABLE TO										
ISSUED BY		TOTAL CODE CONTAINERS	TOTAL WEIGHT	DESCRIPTION	TOTAL CUBE	19. CONTAINERS RECEIVED EXCEPT AS NOTED	DATE (YYMMDD)	BY	SHEET TOTAL	
CHECKED BY						RECEIPT			GRAND TOTAL	
PACKED BY						QUANTITIES RECEIVED EXCEPT AS NOTED				
						POSTED			20. RECEIVER'S VOUCHER NO.	