



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON VICENZA  
UNT 31401, BOX 41  
APO AE 09630

IMEU-VIC-SO

15 July, 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Vicenza Policy Letter # 22-14, Explosive Safety Management Program (ESMP)

1. References:

- a. Ammunition Center Europe (ACE) Safety Regulation 385-10, Rev 2, 1 Dec 2013
- b. DA Pam 385-64, Ammunition and Explosives Safety Standards, 24 May 2011
- c. AER 385-64, Explosives Safety, 17 November, 2006
- d. DA PAM 385-65, Explosive and Chemical Site Plan Development and Submission, 1 Feb, 2008, RAR 20 Jul, 2009
- e. DoD 6055.09-STD, DOD Ammunition and Explosives Safety Standards, 29 February 2008
- f. AR 385-10, The Army Safety Program, 27 November, 2013
- g. DA PAM 385-30, Mishap Risk Management, 10 Oct, 2007, RAR 1 Feb, 2010
- h. DA PAM 385-40, Army Accident Investigations and Reporting, 6 Mar, 2009, RAR 25 Feb, 2010

2. Purpose: Establishes the Explosive Safety Management Program (ESMP) for USAG-Vicenza. It prescribes specific procedures and responsibilities to ensure safe handling and storage of explosives at facilities throughout the USAG-Vicenza Area of Responsibility (AOR).

3. Applicability: This directive is applicable to all units supported by and/or possessing, storing, using, or transporting explosives within the U. S. Army Garrison (USAG) Vicenza AOR.

4. General:

a. The USAG-V Garrison Commander (GC) has overall responsibility of the explosives safety program for USAG-Vicenza.

IMEU-VIC-SO

SUBJECT: U.S. Army Garrison Vicenza Policy Letter # 22-14, Explosive Safety Management Program (ESMP)

b. The Garrison Safety Manager will establish, implement, and direct the USAG-V explosives safety program. The Garrison Safety Manager has direct access to the GC and has been given command authority to enforce all safety and health related regulations.

c. Ammunition Supply Point (ASP) Managers, Supervisors, and Division Chiefs are to enforce explosives safety requirements IAW DA PAM 385-64, AR 385-10, DOD 6055.09-M, Host Nation (HN) requirements, and this Policy Letter.

d. Quality Assurance Specialist Ammunition Surveillance (QASAS) provide technical guidance in relation to explosives safety.

e. Storage Planning will keep an accurate account of Ammunition Explosive (AE) under their control. Storage Planning is responsible for issuing out monthly updates to Garrison Safety personnel and emergency services on storage capacities including hazard class/division, security category, and location of AE for proper response.

f. All contracts involving AE will include DFARS, clause 223.370. This mandates that contractors must have a safety plan and also establish safety oversight. Before any contract is let, USAG-V Safety will review for applicable safety, health and explosives safety requirements.

g. It is essential that Garrison Safety representation is at the Installation Master Planning Boards. Each USAG Master Planning division has been notified and informed to invite a Safety representative to each planning board. This allows USAG-V Safety direct access to the command on issues regarding the USAG-V area of operations and the surrounding footprint for Quantity Distance (QD) purposes.

## 5. Explosives Safety Site Plans (ESSP)

a. Before any plans to build new facilities, renovate, or increase Net Explosive Weight (NEW) to existing or new facilities in any area under USAG-V AOR, coordination between the GC and USAG-V Safety must be done. This will ensure all options are looked at and if an ESSP is needed.

b. All existing facilities currently under USAG-V authority will have an ESSP unless specifically exempted IAW DA PAM 385-64, and AR 385-10.

c. ESSP's will be generated by Garrison Safety using Department of Army approved software (ESS).

IMEU-VIC-SO

SUBJECT: U.S. Army Garrison Vicenza Policy Letter # 22-14, Explosive Safety Management Program (ESMP)

d. Development and Coordination will be IAW DA PAM 385-64 and DA PAM 385-65. Another useful tool is the Explosives Safety Site Plan Developer's Guide written by United States Army Technical Center for Explosive Safety (USATCES). Typically Garrison Safety will initiate and develop an ESSP. The ESSP will then go the local USAG-V GC for review and approval.

e. Once the USAG has reviewed and approved, the ESSP will then go to IMCOM-E/USAREUR. Once USAREUR has approved, it will be sent to USATCES. After USATCES approves the plan, it will be forwarded to the Department of Defense Explosives Safety Board (DDESB) for final approval.

f. The USAG-V Safety office will keep a copy of all ESSP's under USAG-V authority. The area in which the ESSP is for will also have a copy for record.

## 6. Facilities Conformance and Maintenance

a. All USAG-V facilities will have a periodic maintenance schedule to maintain operational effectiveness.

b. Facilities conformance will be kept at least IAW the ESSP approvals.

c. If upgrades, remodels, renovations or new construction needed, the most recent standards will be used for facilities conformance.

d. Periodic visual and electrical inspections/testing will be conducted on Lightning Protection Systems (LPS) at each USAG-V location IAW DA PAM 385-64. Trending analysis will be conducted by the QASAS at each outlying ASP.

## 7. Risk Management

a. When DOD and Army explosives safety regulations cannot be met, a Certificate of Risk Acceptance (CoRA) will be used for risk acceptance.

b. Approval authority is dependent on variables including operation, time frame involved, who is exposed, if the operation is re-occurring, and what type and amount of AE involved to name a few. Guidance located in DA PAM 385-30 will be followed.

c. Before any CoRA is initiated, the USAG-V Safety and GC must be notified.

d. A CoRA will be the last measure taken after all other controls have been exhausted.

IMEU-VIC-SO

SUBJECT: U.S. Army Garrison Vicenza Policy Letter # 22-14, Explosive Safety Management Program (ESMP)

e. Lack of funding, improper planning, or production schedules do not constitute or validate an excuse to deviate

f. If a CoRA is used, strict measures must be in place for speedy corrective action to a compliant state.

## 8. Emergency Response

a. USAG Fire Department will conduct fire prevention inspections in AE facilities and has the authority to inspect any USAG-V facility at anytime in accordance with applicable privacy laws.

b. Garrison Safety will provide the USAG Fire Department with monthly updates on each storage facility fire symbol and chemical symbol.

c. In the event of an explosives accident, the USAG Fire Chief will be the incident commander in charge until the scene is safe. Once the scene is safe, it will then be turned over to the proper DES, Safety, and command for scene preservation and investigation.

d. USAG-V Fire Department will have an emergency action plan. Each area will practice the effectiveness of their plan annually.

e. Any investigations will be conducted IAW DA PAM 385-40.

## 9. Inspections, Evaluations, and Audits

a. Garrison Safety will conduct and document periodic (at least annual) inspections and/or audits of AE activities to ensure compliance with DOD and Army policies.

b. A representative (Safety, Fire Department, Security, and QASAS) will perform a final AE facilities acceptance inspection prior to accepting a facility for AE operations.

c. The results of external inspections will be incorporated into action plans, lessons learned, and will be tracked to remediate inspection deficiencies.

d. Garrison Safety will perform an annual inspection on all AE facilities; findings will be sent to the GC applicable ASP Manager, and maintained by Garrison Safety. Records will be kept for review.

e. Garrison Safety will be a part of the annual review of Installation Master Planning to include Maps and construction projects that may affect the AE mission.

## 10. Explosives Licenses

IMEU-VIC-SO

SUBJECT: U.S. Army Garrison Vicenza Policy Letter # 22-14, Explosive Safety Management Program (ESMP)

a. All AE facilities will have an explosives license.

b. Licenses are given by the USAG GC or designated official. This usually is designated to the USAG Safety office. It is acceptable for the tenant to generate the license and have USAG Safety review and approve.

c. Licenses have no expiration date but they must be reviewed and validated annually.

d. Explosive storage licenses can be more restrictive than the DDESB approved ESSP upon which they may be based, but cannot allow the presence of more NEW or hazard classes of ammunition.

e. A copy of the signed license will be kept at the local area and the Safety office.

#### 11. General Explosives Safety

a. Safety requirements prescribed in DA PAM 385-64 and AR 385-10 will be observed throughout all AE operations.

b. Standing Operating Procedure (SOP) shall be conspicuously posted in rooms or bays involved in AE operations. Supervisory personnel shall maintain signed copies of complete standing operating procedure and be responsible for the enforcement of its provisions.

c. There will be no deviation or change from the approved standard without prior approval of the GC or his designated representative.

d. Employees will not tamper with, modify, or deactivate any safety devices or protective equipment.

e. Any defect or unusual condition noted that is not covered by this standard or the operation standard will be reported immediately to supervisory/QASAS personnel and the Garrison Safety Office.

f. Appropriate fire symbol and chemical hazard symbol shall be displayed at Explosives Workshops, Holding Yards and Railhead Loading Docks, and appropriate storage facilities in such a manner as to be easily visible from all roads of approach.

g. Cardinal Rule: Operations involving AE must be conducted in a manner which exposes the minimum number of people to the minimum amount of explosives for the minimum amount of time consistent with conducting the operation.

IMEU-VIC-SO

SUBJECT: U.S. Army Garrison Vicenza Policy Letter # 22-14, Explosive Safety Management Program (ESMP)

h. Work locations will be maintained in a clean and orderly condition. All AE hand tools shall be maintained in a good state of repair. All AE specialty tools will be Ammunition Peculiar Equipment (APE) listed. Locally fabricated tools and equipment will be approved by the GC and Garrison Safety.

i. Clean burning diesel (E, EE, ES) and EX rated battery-powered equipment are satisfactory for handling all classes of ammunition and explosives packed in accordance with Department of Transportation regulations with the precautionary precautions and devices (see paras 2-17 c and d of DA PAM 385-64) packed per DOT regulations and provided the material is not located in a hazardous location as defined by the NFPA.

j. Explosive-loaded ammunition, packaged ammunition or bulk explosives shall not be handled roughly, thrown about, tumbled, dropped, or walked over other explosives or ammunition.

k. Personnel and explosive limits must not be exceeded at any time. All personnel operating within the USAG-V AOR must comply with the same safety requirements as USAG-V operating personnel.

l. No more than a daily requirement of AE should be kept in any operating building.

m. Appropriate fire symbols shall be displayed on vehicles used in transporting ammunition within the ammunition depot and between ammunition storage areas.

n. Worktables will be equipped with sideboards to prevent ammunition from rolling off.

o. Earth covered magazines will have adequate earth cover IAW with DDESB Technical Paper (TP) 15, or original AS-built drawings for the specific type. If earth cover falls below the minimum amount, ECM's will be sited as aboveground magazines (AGM).

p. AE training will be provided to all USAG-V personnel IAW their job duties. Minimum requirements for training are listed in DA PAM 385-64. ASP has developed a HN training program that Ammunition Handlers are trained to. The ASP training coordinator will keep these records.

q. Emergency services will be provided with accurate data concerning Highest Conditional Density (HC/D) and any special chemical groups in order to respond to an incident properly.

## 12. Lightning Protection, Electrical Testing and Static Dissipation

a. When conductive mats are necessary IAW DA PAM 385-64 or QASAS SOP, conductive shoes must be used in conjunction with conductive mats.

IMEU-VIC-SO

SUBJECT: U.S. Army Garrison Vicenza Policy Letter # 22-14, Explosive Safety Management Program (ESMP)

b. In bays where conductive footwear is required, only transient personnel and visitors to the operation are authorized to wear conductive booties or leg stats. Leg stats are not to be used as a permanent solution.

c. All electrical testing including wrist stats, leg stats, conductive shoes, and conductive mats will be tested IAW DA PAM 385-64 with a calibrated machine.

d. Lightning Protection will be installed and tested IAW DA PAM 385-64, and National Fire Protection Association (NFPA) 780.

e. Bonding and Grounding will be IAW DA PAM 385-64.

f. Terminal Heights must extend a minimum of 24 inches above the headwall and ventilator cap.

g. Visual and Electrical testing of LPS systems will be IAW DA PAM 385-64.

h. Reports of testing will be forwarded to Safety for recordkeeping. The outlying ASPs may keep their own records but must maintain the last six inspection cycles for review and trending.

i. Testing reports will include an orientation of points where measurements were taken, who took the measurements, with what type of meter including calibration date, and next calibration due.

### 13. Suspect Ammunition Requiring Subject Matter Expertise

a. When ammunition items are identified as being in an unsafe condition requiring EOD support, the QA inspector who first becomes aware of the situation is will notify QASAS Director, GC, and Safety. Items determined to be dangerous to handle or store will be reported immediately and operations will be suspended and, if warranted, personnel will be evacuated pending further instructions.

b. Under no circumstances will unsafe ammunition be touched or moved.

### 14. Amnesty

a. In the absence of a USAG amnesty program, each ASP will have an Amnesty SOP that identifies the proper handling and processing of amnesty items.

b. USAG-V will protect the anonymity of personnel turning in amnesty to the greatest extent possible.

IMEU-VIC-SO

SUBJECT: U.S. Army Garrison Vicenza Policy Letter # 22-14, Explosive Safety Management Program (ESMP)

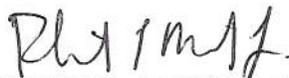
c. Amnesty collection points will be available 24 hours a day, 7 days a week.

d. Amnesty containers will be checked and cleared on a regular basis to prevent excessive accumulation of AE.

e. Only qualified personnel (EOD, QASAS) will inspect amnesty AE to determine further handling and processing methods.

15. Explosive items found outside the installation must be reported to the military police.

16. POC for this memorandum is USAG Vicenza Safety at DSN 634-8109/7045.



ROBERT L. MENIST, JR  
COL, IN  
Commanding

DISTRIBUTION:

A