



DEPARTMENT OF THE ARMY
HUNTSVILLE CENTER, CORPS OF ENGINEERS
P.O. BOX 1600
HUNTSVILLE, ALABAMA 35807-4301

REPLY TO
ATTENTION OF:

CEHNC-OE-CX

10 FEB 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Abbreviated Site Safety And Health Plan(s) (ASSHP) for Sites with Suspected or Confirmed Munitions and Explosives of Concern (MEC), Ordnance and Explosives Center of Expertise (OE-CX), Interim Guidance Document 04-03.

1. PURPOSE: To provide instructions on use, preparation, and retention of ASSHPs within the U.S. Army Corps of Engineers (USACE). The ASSHP format in this Interim Guidance is to be used in lieu of the one provided in Appendix H of EP 1110-1-18.

2. APPLICABILITY: This guidance is applicable to USACE entities performing preliminary project activities of a non-intrusive nature on potential MEC projects prior to work plans and Site Safety and Health Plans (SSHP) being approved.

3. REFERENCE: EP 1110-1-18, Ordnance and Explosives Response.

4. REQUIREMENTS AND PROCEDURES:

a. Each USACE command will designate an official in the organization to approve and retain all ASSHPs.

b. The ASSHP will be completed and approved prior to traveling to the project site. Projects operating under an existing SSHP, addressing MEC, do not require an ASSHP. In these instances, the existing SSHP will be used.

c. The ASSHP is valid only for preliminary project activities of a non-intrusive nature on potential MEC project sites prior to work plans and SSHPs being approved. Current activities for which an ASSHP are authorized include:

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1. Site visits associated with Inventory Project Reports (INPRs) and Archives Search Reports (ASRs),
2. Site visits to gather information for work plan development,
3. Public affairs visits, and
4. Others as authorized by the USACE command designated approving official.

A comprehensive SSHP is required when the purpose of the site visit is to conduct any project work that requires an approved work plan, e.g., soil sampling, construction of a geophysical test plot, geophysical mapping, etc.

d. The site visit team leader, assigned by the USACE project manager, is responsible for ensuring the ASSHP is completed. This responsibility may be delegated to USACE Safety Office personnel, an OE Safety Specialist or unexploded ordnance safety officer (UXOSO). An OE Safety Specialist or a UXO Safety Officer is required to accompany the site visit team whenever MEC safety hazards are known or suspected.

e. The site visit will not be conducted with less than two people. When medical facility or physician is not accessible within five minutes, one person will be first aid/CPR trained. The site UXOSO or OE Safety Specialist will not have responsibility for more than eight other team members. If more support is needed, an additional team can be established under another UXOSO or OE Safety Specialist. Where there is more than one team, a supervisory UXOSO or OE Safety Specialist will be designated to oversee activities.

f. The UXOSO or OE Safety Specialist is required to conduct safety briefings, enforce the ASSHP and ensure site visit objectives are fulfilled safely. The UXOSO or OE Safety

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Specialist will be an unexploded ordnance qualified individual. The UXOSO or OE Safety Specialist is required to keep the team grouped together and under close control, individuals must be able to communicate verbally and be in line-of-sight with each other.

(1) All members of the site visit team will read, sign, and comply with the ASSHP, and will attend all safety briefings. Personnel who fail to comply with these requirements will not be permitted to accompany the team. If any individual accompanying the team refuses to comply with these requirements, the site visit will be terminated and the circumstances immediately reported to the ASSHP approving authority.

(2) At Formerly Used Defense Sites (FUDS), the property owner is often needed to guide the team over the site. The owner should be asked to participate in the safety briefings and then asked to accompany the team.

g. Upon completion of the site visit, the project manager will furnish the ASSHP to the approving official for retention.

5. This interim guidance will be incorporated into EP 1110-1-18 and EM 1110-1-4009 when these documents are revised.

6. If you have any further questions or concerns, please contact Mr. Hank Hubbard at 256-895-1586.



CAROL A. YOUKEY, P.E.
Chief, Center of Expertise
for Ordnance and Explosives
Directorate

Encl

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Date:

ABBREVIATED SITE-SPECIFIC SAFETY AND HEALTH PLAN (ASSHP)
FOR

| | |
|------------------------|--|
| Site name: | |
| Site location: | |
| Purpose of Visit: | |
| Date(s) of site visit: | |
| ASSHP prepared by: | |

| | |
|------------|---|
| Office: | |
| Address: | |
| Telephone: | Commercial: () - Extension DSN: - |

Date Prepared:

SIGNATURE: _____

DATE:

ASSHP REVIEWED/APPROVED BY (USACE Command designated approval authority):

Signature/Title:_____
DATE

NOTE: This ASSHP is to be used only for non-intrusive site visits and it must be approved prior to the start of the field visit. All team members must read and comply with the ASSHP, and attend the safety briefings. The UXOSO/OE Safety Specialist will ensure the Safety Briefing Checklist and the plan acceptance forms are filled out prior to the start of the site visit.

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I. SITE DESCRIPTION AND PREVIOUS INVESTIGATIONS
(Attach a site map to this ASSHP)

A. SITE DESCRIPTION:

- o Size: Approximately acres
- o Present usage (Check all that apply)

| | | |
|--|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Military | <input type="checkbox"/> Recreational | <input type="checkbox"/> Agricultural |
| <input type="checkbox"/> Residential | <input type="checkbox"/> Commercial | <input type="checkbox"/> Landfill |
| <input type="checkbox"/> Natural Area | <input type="checkbox"/> Industrial | |
| <input type="checkbox"/> Other Specify | | |

| | | |
|------------------------------------|-----------------------------------|----------------------------------|
| <input type="checkbox"/> Secured | <input type="checkbox"/> Active | <input type="checkbox"/> Unknown |
| <input type="checkbox"/> Unsecured | <input type="checkbox"/> Inactive | |

B. PAST USES: (Attach a summary to the historic uses of this site. Identify specific areas if possible.)

C. SURROUNDING POPULATION:

| | | |
|--|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Rural | <input type="checkbox"/> Residential | <input type="checkbox"/> Commercial |
| <input type="checkbox"/> Urban | <input type="checkbox"/> Industrial | |
| <input type="checkbox"/> Other specify | | |

D. PREVIOUS SAMPLING/INVESTIGATION RESULTS:

(1) MEC ENCOUNTERED:

| Location: | Description: |
|-----------|--------------|
| | |
| | |
| | |
| | |
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(2) SAMPLES: (Air, Water, Soil, Vegetation)

| Chemical | Concentration | Media | Location |
|----------|---------------|-------|----------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

II. DESCRIPTION OF ON-SITE ACTIVITIES:

| | | |
|--|--|-----------------------------------|
| <input type="checkbox"/> Walk-through | <input type="checkbox"/> Drive-through | <input type="checkbox"/> Fly over |
| <input type="checkbox"/> On road | <input type="checkbox"/> Off road | <input type="checkbox"/> On path |
| <input type="checkbox"/> Off path | | |
| <input type="checkbox"/> Other Specify | | |

Activities/Tasks to be Performed (Summarize):

| |
|--|
| |
|--|

III. SITE PERSONNEL AND RESPONSIBILITIES:

A. USACE PROJECT MANAGER:

| | |
|----------|--|
| NAME: | |
| OFFICE: | |
| ADDRESS: | |
| PHONE: | |

RESPONSIBILITIES:

| |
|--|
| |
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B. TEAM LEADER:

| | |
|----------|--|
| NAME: | |
| OFFICE: | |
| ADDRESS: | |
| PHONE: | |

RESPONSIBILITIES:

| |
|--|
| |
|--|

C. UXOSO/OE SAFETY SPECIALIST:

| | |
|----------|--|
| NAME: | |
| OFFICE: | |
| ADDRESS: | |
| PHONE: | |

RESPONSIBILITIES: Brief this ASSHP. Ensure the ASSHP guidelines are followed. Provide UXO escort duties.

D. FIRST AID/CPR Certified:

| | |
|----------|--|
| NAME: | |
| OFFICE: | |
| ADDRESS: | |
| PHONE: | |

RESPONSIBILITIES: Administer First Aid in the event of an emergency.

E. TEAM MEMBERS: (other than those listed above)

| | |
|----------|--|
| NAME: | |
| OFFICE: | |
| ADDRESS: | |

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PHONE:

RESPONSIBILITIES:

IV. HAZARD ANALYSIS:

A. Safety and health hazards anticipated:

- Chemical
 Ordnance (specify):

| | | |
|---|---|--|
| <input type="checkbox"/> Heat Stress | <input type="checkbox"/> Cold Stress | <input type="checkbox"/> Tripping Hazard |
| <input type="checkbox"/> Noise | <input type="checkbox"/> Electrical | <input type="checkbox"/> Falling Object |
| <input type="checkbox"/> Foot hazard | <input type="checkbox"/> Biological | <input type="checkbox"/> Overhead Hazard |
| <input type="checkbox"/> Radiological | <input type="checkbox"/> Confined Space | <input type="checkbox"/> Water |
| <input type="checkbox"/> Explosive | <input type="checkbox"/> Climbing | <input type="checkbox"/> Flammable |
| <input type="checkbox"/> Other specify: | | |

B. Overall Hazard Evaluation:

High Moderate Low Unknown

JUSTIFICATION: (Provide a brief justification supporting the overall rating.)

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V. ACCIDENT PREVENTION:

A. General Precautions:

Prior to the on-site visit, all team members are required to read this ASSHP and sign the form acknowledging that they have read and will comply with it. In addition, the UXOSO/OE Safety Specialist will hold a brief tailgate meeting in which site specific topics regarding the day's activities will be discussed. The buddy system will be enforced at all times. If unanticipated hazardous conditions arise, team members are to stop work, evacuate the area and notify the UXOSO/OE Safety Specialist.

VI. STANDARD OPERATION SAFETY PROCEDURES, ENGINEERING CONTROLS AND WORK PRACTICES:

A. SITE RULES/PROHIBITIONS: At any sign of hazardous conditions, stop tasks, evacuate area and notify the UXOSO/OE Safety Specialist. Smoking, eating and drinking allowed in designated areas only.

B. MATERIAL HANDLING PROCEDURES: Do not handle.

C. DRUM HANDLING PROCEDURES: Do not handle.

D. CONFINED SPACE ENTRY: Do not enter.

E. IGNITION SOURCE AND ELECTRICAL PROTECTION: Do not smoke.

F. SPILL CONTAINMENT: N/A

G. EXCAVATION SAFETY: Do not enter trenches/excavations.

H. ILLUMINATION: Work during daylight hours only.

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I. SANITATION: Use existing sanitary facilities.

J. BUDDY SYSTEM: Two persons on-site maintaining constant contact with each other. To be adhered to at all times.

K. ENGINEERING CONTROLS: N/A

L. HEAT/COLD STRESS: Dress appropriately. Take sufficient breaks and drink plenty of fluids. Watch for signs/symptoms of cold/heat stress. Monitoring may be applicable depending on the site weather conditions and type of personal protection equipment (PPE) worn.

M. ORDNANCE:

(1) General Information:

a. The cardinal principle to be observed involving explosives, ammunition, severe fire hazards or toxic materials is to limit the exposure to a minimum of personnel, for the minimum amount of time, to a minimum amount of hazardous material consistent with a safe and efficient operation.

b. Old, damaged, and possibly deteriorated explosive-loaded ordnance requires extreme caution. Some explosives may react with metals, other explosives, air, or chemicals in the earth to produce extremely sensitive explosive compounds.

c. When chemical agents may be present, further precautions are necessary. If the munition item has green markings leave the area immediately, since it may contain a chemical filler.

d. Consider ordnance that has been exposed to fire as extremely hazardous. Chemical and physical changes may have

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occurred to the contents which render it more sensitive than it was in its original state.

(2) On-Site Instructions:

- a. DO NOT touch or move any ordnance items regardless of the marking or apparent condition.
- b. DO NOT visit an ordnance site if an electrical storm is occurring or approaching. If a storm approaches during a site visit leave the site immediately and seek shelter.
- c. DO NOT use radio or cellular phones in the vicinity of suspect ordnance items.
- d. DO NOT walk across an area where the ground cannot be seen. If dead vegetation or dead animals are observed, leave the area immediately due to potential chemical agent contamination.
- e. DO NOT drive vehicles into suspected MEC areas; use clearly marked lanes.
- f. DO NOT carry matches, lighted cigarettes, lighters or other flame producing devices into a MEC site.
- g. DO NOT rely on color codes for positive identification of ordnance items or their contents.
- h. Approach ordnance items from the side, avoid approaching the front and rear areas.
- i. Always assume ordnance items contain a live charge until it can be determined otherwise.

(3) Specific Action Upon Locating Ordnance:

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a. DO NOT touch, move or jar any ordnance item, regardless of its apparent condition.

b. Approach the item cautiously, take photographs and a full description. Take notes of the markings or any other identifiers/features.

c. DO NOT be misled by markings on the ordnance item stating "practice", "dummy", or "inert". Even practice bombs have explosive charges that are used to mark/spot the point of impact; or the item could be mismarked.

d. DO NOT roll an ordnance item over or scrape the item to identify the markings.

e. The location of any ordnance items found during the site investigation should be clearly marked so it can be easily located and avoided.

f. The U.S. Army Engineering and Support Center, Huntsville, (256) 895-1598, will be notified upon location of any UXO.

N. POISONOUS SNAKES OR INSECTS:

a. DO NOT handle any snake even those that appear to be dead.

b. Avoid areas of limited visibility such as tall grass or heavy vegetation.

c. Roll sleeves down and use insect repellent.

O. POISONOUS PLANTS:

a. Avoid areas of limited visibility such as tall grass or heavy vegetation.

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b. Roll sleeves down and use barrier cream and wear gloves.

P. OTHER (specify):

VII. SITE CONTROL AND COMMUNICATIONS:

- A. SITE MAP: See Attached.
- B. SITE WORK ZONES:
- C. BUDDY SYSTEM: To be adhered to at all times.
- D. COMMUNICATIONS:

(1) ON-SITE: Verbal communications will be used among team members to communicate to each other on-site. If this communication is not possible, the following hand signals will be used.

GRIP PARTNER'S WRIST OR BOTH HANDS AROUND WAIST
Leave the area immediately.

HAND GRIPPING NOSE - Unusual smell detected
THUMBS UP - OK, I am alright or I understand

THUMBS DOWN - No, negative

(2) OFF-SITE: Off-site communications will be established on every site. Communications may be established by using an on-site cellular phone or by locating the nearest public phone or private phone which may be readily accessed.

Cellular Phone: () -

Public/Private phone

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Other. TBD on-site before commencing site visit.

(3) EMERGENCY SIGNALS: In the case of small groups, a verbal signal for emergencies shall suffice. The emergency signal for large groups should be incorporated at the discretion of the UXOSO/OE Safety Specialist.

Verbal

Nonverbal (Specify)

VIII. EMERGENCY RESPONSE:

a. Team members are to be alert to the dangers associated with the site at all times. If a hazardous condition arises, stop work, evacuate the immediate area and notify the UXOSO/OE Safety Specialist.

b. FIRST AID. A first aid kit and emergency eye wash (as applicable) will be located in the UXOSO/OE Safety Specialist's field car. If qualified persons (i.e. a fire department, medical facility or physician) is not accessible within five minutes of the site at least one team member will be qualified to administer first aid and CPR.

c. EMERGENCY TELEPHONE NUMBERS:

| | |
|------------------------------|-----------------|
| 1. MEDICAL FACILITY: | |
| 2. FIRE DEPARTMENT: | |
| 3. POLICE DEPARTMENT: | |
| 4. POISON CONTROL CENTER: | |
| 5. USAESCH OE SAFETY OFFICE: | (256) 895-1598. |
| 6. FORSCOM EOD: | |

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| | |
|---------------------|-----------------|
| 7. TEU: | (401) 671-2773. |
| 8. PROJECT MANAGER: | |
| 9. Other (list): | |

d. DIRECTIONS TO THE NEAREST HOSPITAL/MEDICAL FACILITY:

| |
|--|
| |
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IX. MONITORING EQUIPMENT AND PROCEDURES:

a. Exposure Monitoring: For non-intrusive on-site activities such as site visits, air monitoring is normally not required. However, if the site situation dictates the need for monitoring, complete the following information on a separate page and attach the page to the ASSHP.

- Monitoring equipment to be used.
- Documentation of equipment calibration and results.
- Action Levels.

b. Heat/Cold Stress Monitoring: Include an enclosure with the condition to be monitored and the procedures. If heat stress monitoring is necessary, the monitoring criteria published in Chapter 8 of the NIOSH/OSHA/USCG/EPA "Occupational Safety and Health Guidance Manual for Hazardous Waste Site Activities" (Oct '85) will be followed. If cold stress monitoring is necessary, it will be conducted IAW the most current published American Conference of Governmental Industrial Hygienist (ACGIH) cold stress standards.

X. PERSONAL PROTECTIVE EQUIPMENT:

a. GENERAL:

Typically, for non-intrusive site visits, Level D is required. Team members should avoid wearing outer or

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undergarments made of wool, silk or synthetic textiles such as rayon or nylon. These materials can generate sufficient static charge to ignite explosives. Hard hats will be worn if an overhead hazard exists, safety glasses if an eye hazard is present, and safety shoes will be worn if a foot hazard exists.

b. NON-INTRUSIVE SITE VISIT:

Level of Protection:

Initial: Level D Modified (specify)

Contingency: Evacuate site if higher level of protection is needed.

XI. DECONTAMINATION PROCEDURES:

Decontamination procedures are not anticipated for this site investigation. Team members are cautioned not to walk, kneel or sit on any surface with potential leaks, spills or contamination.

XII. TRAINING:

All site personnel will have completed the training required by EM 385-1-1 and 29 CFR 1910.120 (e). The USACE Project Manager will ensure and the UXOSO/OE Safety Specialist will verify that all on-site personnel have completed the appropriate training prior to submitting the plan to the Safety Office for review. Additionally, the UXOSO/OE Safety Specialist will inform personnel before entering, of any potential site specific hazards and procedures.

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XIII. LOGS, REPORTS AND RECORDKEEPING:

Site logs are maintained by the Project Manager. This is to include historical data, personnel authorized to visit the site, all records, standard operating procedures and the ASSHP submitted. Any air monitoring logs, SOPs, and attachments to plans.

XV. GENERAL:

The number of persons visiting the site will be held to a minimum. No more than 8 persons per UXOSO/OE Safety Specialist will be allowed on site. The more persons on-site, the greater potential for an accident. The UXOSO/OE Safety Specialist may modify this ASSHP, if site conditions warrant it, and without risking the safety and health of the team members. This modification will be coordinated with the team members and the UXOSO/OE Safety Specialist will notify the approving authority of the change as the situation allows.

SAFETY BRIEFING CHECKLIST
(Check subjects discussed)

| | |
|------------|--------------|
| SITE NAME: | DATE/TIME: / |
|------------|--------------|

GENERAL INFORMATION

___ PURPOSE OF VISIT

___ IDENTIFY KEY SITE PERSONNEL

___ TRAINING AND MEDICAL REQUIREMENTS

SPECIFIC INFORMATION

___ Site description/past uses

___ Results of previous studies

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Potential site hazards

MEC safety procedures

Site SOPs

Site control and communications

Emergency hand signals

Emergency response

Location of first aid kit

Emergency phone numbers & location

Location of nearest medical facility and location of map to facility

PPE and decontamination

Stress the following during the briefing: If hazardous conditions arise, stop work, evacuate the area and notify the UXOSO/OE Safety Specialist.

PLAN ACCEPTANCE FORM

ABBREVIATED SAFETY AND HEALTH PLAN

FOR

Site name:

Location:

I have read and agree to abide by the contents of the Safety and Health Plan and I have attended the Safety Briefing for the aforementioned site.

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| NAME (PRINTED) | OFFICE | SIGNATURE | DATE |
|----------------|--------|-----------|------|
| | | | |
| | | | |
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| | | | |
| | | | |
| | | | |
| | | | |

Person presenting the safety briefing:

SIGNATURE

DATE