

**MUNITIONS RESPONSE SITE
SELF-ASSESSMENT CHECKLIST**

Instructions for use:

This Munitions Response Site (MRS) self-assessment checklist is intended to be used by project managers to evaluate their unexploded ordnance (UXO) contractor compliance with applicable environmental, safety, and occupational health requirements related to the management of munitions and explosives of concern (MEC) and/or material potentially presenting an explosive hazard (MPPEH).

- Ref: (a) DoD Policy to Implement the U.S. Environmental Protection Agency (EPA) Military Munitions Rule
 (b) NAVSEA OP 5, Volume 1, Seventh Revision
 (c) OPNAVINST 5090.1C
 (d) 40 Code of Federal Regulations (CFR)
 (e) NOSSAINST 8020.15C
 (f) NOSSAINST 8023.11A
 (g) DTIC ADA 427785
 (h) Interstate Technology Regulatory Council - Quality Considerations for Munitions Response Projects
 (i) ESTCP-Geophysical System Verification
 (j) OPNAVINST 5530.13C
 (k) 27 CFR
 (l) NAVSEAINST 8020.9
 (m) 29 CFR
 (n) NAVSEA SW020-AF-HBK-010, Sixth Revision
 (o) Defense Transportation Regulation 4500.9-R
 (p) NAVSEA SW020-AG-SAF-010, Ninth Revision

1. Environmental

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|----|---|---------------------------------|--------------------------------|---------------------------------|
| a. | If the project generates Explosive Hazardous Waste (EHW) and/or Waste Military Munitions (WMM) is it being properly managed? (a) Paragraph 1.D.1.b. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| b. | Is generated EHW/WMM being tracked by location and treatment status? (b) Paragraph 13-1.3. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| c. | Is EHW/WMM being managed in accordance with a Hazardous Waste Management Plan? (Note: This may be included in the Work Plan) (c) Paragraph 15-5.3. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| d. | Is the EHW/WMM storage area being managed properly with respect to storage time? (b) Paragraph 9-2.6.5 and (d) Section 262.34(a)(2). | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| e. | Is EHW/WMM in storage labeled properly? (b) Paragraph 9-2.6.5 and (d) Section 262.34(a)(3). | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| f. | Have all WMM/EHW Site Managers (storage) been properly trained? (b) Paragraph 9-2.6.5 and (d) | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |

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| g. | Is the EHW/WMM storage area being inspected at the required interval? (b) Paragraph 9-2.6.5 and (d) Section 265.174. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| h. | Are WMM/EHW transported off site being properly manifested? (c) Paragraph 15-4.1d. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| i. | Is the transported WMM/EHW being shipped off site by a qualified Hazardous Waste Transporter? (c) Paragraph 15-4.1.d. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| j. | Is WMM/EHW being shipped off site properly identified by its hazardous waste codes? (c) Paragraph 15-4.1.f | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| k. | For WMM/EHW being shipped off site are copies of the hazardous waste manifest being retained for three years? (c) Paragraph 15-4.1.g(2). | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| l. | Is the discharge of rinse water generated during the decontamination of explosively-contaminated buildings being managed in accordance with all terms or conditions of EPA, State, or locally issued permits? (c) Paragraph 9-4.2.a or 9-4.2.b. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| m. | Are dredge spoils being disposed of at sites which have been selected, prepared, and are being used in accordance with EPA, State, or U.S. Army Corps of Engineers issued permits? (c) Paragraph 9-5.4. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |

2. Explosives safety

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|----|--|---------------------------------|--------------------------------|---------------------------------|
| a. | Are applicable explosives safety publications available and current? (b) Paragraph 1-5.2.1 | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| b. | Is a placard specifying the explosive limits posted or painted on either the inside front wall or inside the front door of the magazine? (b) Paragraph 7-4.4.2.2. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| c. | Is the complete Explosives Safety Submission approval package maintained at the MRS project site? (e) Paragraph 5b(10). | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| d. | Has the UXO contractor developed standard operating procedures (SOPs) to address all explosive operations being conducted? (b) Paragraph 2-1.1 and (f) Paragraphs 3 and 4b(8). | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| e. | Has the UXO contractor developed, validated, approved, and used SOPs for ammunition and explosives (A&E) and MPPEH operations wholly under its control? (f) Paragraph 8b. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |

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| f. | Do personnel responsible for the technical requirements and execution of the process review SOPs on a continuous basis? (f) Paragraph 11a thru d. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| g. | Is access to an exclusion zone (EZ) while munitions response operations are occurring limited to essential personnel and authorized visitors? (b) Paragraph 14-7.5.a. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| h. | Has the Senior UXO Supervisor developed formal, written procedures addressing EZ entry, including authorized visitor access? (b) Paragraph 14-7.5.b. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| i. | Is recovered MEC being managed as hazard class/division 1.1, unless assigned differently, and assigned an appropriate storage compatibility group? (b) Paragraph 14-11.11.3.d(1). | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| j. | When storage of recovered MEC and/or MPPEH at the MRS is necessary, is it stored separately from serviceable explosives? (b) Paragraph 14-11.11.3.d(1). | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| k. | Is the inhabited building distance EZ and A&E security controls for collection points being maintained if the recovered MEC and/or MPPEH items remain at the collection point when there are no intrusive munitions response operations taking place? (b) Paragraph 14-11.11.3.d(5). | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| l. | Are multiple collection points separated by at least K11 based on the total net explosive weight of the MEC and/or MPPEH items in each collection point? (b) Paragraph 14-11.11.3.d(5). | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| m. | Are portable and mobile radios properly labeled with the Hazards of Electromagnetic Radiation to Ordnance (HERO) unsafe and HERO susceptible ordnance separation distance as indicated in the HERO survey report? (b) Paragraphs 1-8.2 and 1-8.3. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| n. | Is Personal Protective Equipment (PPE) purchased by or furnished to employees being used properly? (b) Paragraph 2-4.1 and 2-4.3 | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| o. | Is PPE properly maintained? (b) Paragraph 2-4.5 | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| p. | Is a red (bravo) flag displayed prominently near the entrance of any building or location when work involving A&E is in progress? (b) Paragraphs 9-2.4.5 and 10-1.1.12. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |

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| q. | Is only authorized/approved equipment used for A&E operations? (b) Paragraph 10-3.1 & 10-3.3 | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| 3. MPPEH | | | | |
| a. | Are all structures or open areas used to store MPPEH site approved? (b) Paragraph 13-15.4.1. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| b. | Are all structures or open areas being used to store MPPEH secure? (b) Paragraph 13-15.4.3. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| c. | Are explosives limits posted for MPPEH processing and storage locations? (b) Paragraphs 13-15.4.3 and 7-4.4.2.2. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| d. | Are adequate controls in place to prevent comingling of MPPEH awaiting documentation of its explosives safety status as material documented as safe (MDAS)? (b) Paragraph 13-15.5. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| e. | Is the drum and/or structure used to hold MDAS secure? (b) Paragraph 13-15.5.1. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| f. | Is MPPEH stored in covered or closed containers? (b) Paragraph 13-15.5.3. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| g. | Is MPPEH documentation being performed by individuals who are designated in writing to perform these tasks? (b) Paragraph 13-15.7 | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| h. | Does MDAS have the required two independent inspections? (b) Paragraph 13-15.7.1 and 13-15.7.2. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| i. | Does the activity have a process in place to ensure proper chain of custody for MDAS? (b) Paragraphs 13-15.7.3 and 13-15.8.4. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| j. | Is documentation for MDAS items completed properly? (b) Paragraph 13-15.8.1. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| k. | Are personnel who assess the explosives safety status of MPPEH qualified to do so? (b) Paragraph 13-15.13. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| 4. Quality Assurance/Quality Control | | | | |
| a. | Does the UXO contractor have a Quality Control (QC) program and is a UXO QC Specialist (UXOQCS) assigned? (e) Enclosure (3), Paragraph 7.2. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| b. | Is the UXOQCS not supervised by the SUXOS? (e) Enclosure (3), Paragraph 8.2. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| c. | Is the Quality Assurance (QA) program administered by an independent, third-party activity? (e) Enclosure (3), Paragraph 7.2. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| d. | Is there a Quality Assurance Project Plan (QAPP)? | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |

(g) Paragraph 1.2.

- e. Does the QAPP cover the entire scope of the MR project? (g) Paragraph 1.2.4.
- f. Are the Project Quality Objectives being implemented in accordance with the QAPP? (h) Paragraph 2.2.1.

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- g. Does the QAPP identify a mechanism, (e.g., a nonconformance report or deficiency notice) that formally documents nonconformance and requires root cause analyses, corrective actions, and approved departures? (h) Paragraph 2.2.3.

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- i. Does the QAPP identify the pass/fail criteria for each task and the corrective action processes that will be employed should the UXOQCS identify a failure? (h) Paragraph 2.2.3.

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- j. Has the UXO contractor implemented the three phases of quality (preparatory, initial, and follow-up) and is the UXOQCS inspecting the project by phase?

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- k. Does the UXOQCS issue daily QC reports and are the reported facts consistent with other contractor production reports?

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- l. Has the UXO contractor implemented the Geophysical System Verification process and has the UXOQCS installed an Instrument Verification Strip and emplaced blind seeds? (i) Chapters 3 and 4.

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Security

- a. Are barricades set up at EZ entry points to deter unauthorized access to areas that are known or suspected of containing military munitions? (b) Paragraphs 2-1.14.6.c and 14-7.5.

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- b. Is the EZ established at the approved distance. (b) Paragraph 14-11.11.3.c.

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- c. Are magazines fenced at a minimum of 30 feet (outer clear zone) or 20 feet (inner clear zone), not placed closer than intermagazine distance (based on magazine explosive limit) to a magazine, and not closer than intraline distance to operating buildings? (b) Paragraph 2-2.2.2.

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- d. Are guards assigned to protect A&E which have been recovered, but which have not been secured in magazines? (b) Paragraph 2-2.4.

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- e. Are high-security locks being used to secure magazines? (j) Paragraph 0206a. YES NO N/A
- f. Are keys to magazines stored separately from other keys and accessible only to those individuals whose official duties require access to them? (j) Paragraph 0206b. YES NO N/A
- g. Are keys either in the physical possession of authorized personnel or in approved storage? (j) Paragraph 0206c. YES NO N/A

6. **Storage**

- a. Have all locations where A&E are being handled or stored obtained explosive safety site approval? (b) Paragraph 8-1.2.1. YES NO N/A
- b. Are "portable" magazines properly sited? (b) Paragraph 8-2.4.3h YES NO N/A
- c. Are commercially built, pre-engineered "portable" magazines/magazine groups properly grounded to provide 25 ohms or less ground resistance? (b) Paragraphs 6-8.2.2.1 and 6-8.2.2.2. YES NO N/A
- d. Are magazine ground systems tested, inspected and records maintained as required? (b) Paragraphs 5-8.1.1, 5-8.2 and 5-8.3. YES NO N/A
- e. Are magazines free and clear of extraneous materials? (b) Paragraphs 2-1.5.1, 4-1.7 and 11-2.8. YES NO N/A
- f. Is a firebreak or cleared space (vegetation maintained at a maximum of 18 inches) at least 50 feet wide maintained around each magazine? (b) Paragraph 4-1.10. YES NO N/A
- g. Are correct hazard/fire division symbols posted on magazines? (b) Paragraph 4-4.2.9; Figures 4-2 thru 4-4 and Tables 4-1 thru 4-3. YES NO N/A
- h. Are requirements for A&E stored in containers being observed? (b) Paragraph 11-1.4.1 & 11-2.6.4. YES NO N/A
- i. Are empty container requirements being met? (b) Paragraph 11-1.5. YES NO N/A
- j. Are different types of A&E stored together? If so, is storage compatibility being maintained? (b) Paragraphs 11-2.2c and d and 11-2.2.1. YES NO N/A
- k. Are partially filled containers of A&E marked "light box"? (b) Paragraph 11-2.6.4 and 11-3.1.1i. YES NO N/A

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|---------------------------------------|--|---------------------------------|--------------------------------|---------------------------------|
| 1. | Are A&E inventory records being properly maintained? (b) Paragraph 11-2.6.5. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| 7. Training and qualifications | | | | |
| a. | Have all UXO personnel conducting munitions responses to MEC and/or MPPEH been trained and qualified in accordance with the Department of Defense Explosives Safety Board Technical Paper 18? (b) Paragraph 14-5.1.g. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| b. | Have the UXO Quality Control Specialist and the UXO Safety Officer received specialized training in quality and safety, respectively? (e) Encl (3), Paragraph 8-2. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| c. | Has each UXO technician been licensed/ permitted by a Bureau of Alcohol, Tobacco, Firearms, and Explosives to use, store, and transport explosives? (k) Paragraph 555.26. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| d. | Are personnel qualified at defined levels/work tasks/SOPs as applicable? (l) Paragraph 6. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| e. | Have all site workers received their initial Hazardous Waste Operations (HAZWOPER) training? (m) Section 1910.120(e) (3). | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| f. | Have all managers and supervisors of site workers received supervisory training? (m) Section 1910.120(e) (4). | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| g. | Have all site workers, managers, and supervisors received HAZWOPER refresher training annually? (m) Section 1910.120(e) (8). | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| h. | Have all personnel engaged in explosives operations been certified by qualified medical personnel to be physically qualified, and do all site workers possess a current medical surveillance examination certificate? (b) Paragraph 2-3.1 and (m) Section 1910.120(f). | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| i. | Do all explosives drivers possess a current explosive driver license or certificate? (n) Paragraph 2-2.1. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| j. | Do all civilian A&E and hazardous material drivers meet commercial driver's license endorsement requirements? (n) Paragraph 2-2.a. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| k. | Do all explosives drivers possess a current medical certificate to transport explosives? (n) Paragraph 2-2.b. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| l. | Do UXO contractor personnel who, by contract requirement, are tasked with the responsibility of transporting or preparing shipments of MEC | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |

and/or MPPEH for transport over public roads meet all training requirements of 49 CFR Part 172 and applicable state requirements? (b) Paragraph 14-8.1.c.

8. Transportation

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|----|--|---------------------------------|--------------------------------|---------------------------------|
| a. | Do vehicles used to transport explosives have one first-aid kit, four placards, one fully charged Underwriters Laboratory rated 10 B:C or greater capacity extinguisher, and one set of chocks? (b) Paragraph 12-6.3. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| b. | If the vehicle used to transport explosives has a drop-in or sprayed-on plastic bed liner, are the explosives or ammunition items packaged in approved shipping containers that will protect from initiation by static electric discharge? (b) Paragraph 12-6.3.5. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| c. | Are vehicles used for the transportation of A&E given a pre-loading inspection? (b) Paragraph 12-6.4.1. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| d. | Have Explosive Ordnance Disposal or UXO contractor personnel determined that recovered MPPEH or MEC items are safe to transport over public routes, and made this determination in writing (for UXO contractors this written determination must be made by the Senior UXO Supervisor and the UXO Safety Officer)? (b) Paragraphs 13-15.12.2, 14-8.1. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| e. | Has the UXO contractor obtained written acknowledgement from the lease vehicle carrier to transport explosives? (o) Paragraph 204.F.3. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| f. | Are vehicles used over public highways for the transportation of A&E inspected using DD form 626? (p) Paragraph 3-7.1 | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> | N/A
<input type="checkbox"/> |