

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
DIRECTORATE OF LOGISTICS
1904 HIGGINS ROAD, BLDG. 6039, ER
SCHOFIELD BARRACKS, HAWAII 96857-5006

STANDARD OPERATING PROCEDURE
TRANSPORTATION DIVISION
IMPC-HI-LGT No. 710.03

08 April 2008

SUBJECT: Request use of DOL 20' Containers

1. Reference DOD 4500-9-R, Defense Transportation Regulation (DTR) MIL-HDBK-138B, Container Inspection Guide.

2. Purpose. To ensure accountability and Control of government owned MILVAN/ Containers, chassis and commercially leased Seavans/ Chassis is responsibility of using units. Responsibility is not limited to hand receipt holders. All Commanders are tasked to ensure that Containers and Chassis in their command are properly accounted for down to the individual user level, and that the highest standards of accountability are maintained. This SOP is applicable to all units assigned or attached to 25th Infantry Division, 8 TSC, National Guards and Reserve component.

3. Scope. The procedures outlined in this SOP apply to and will be reference for all customers.

4. Responsibilities. In order to assist Commanders in desired standards of Containers and Chassis accountability and control, the following policies and procedures have been established.

4.1. Using Containers

a. General: Containers are intended for deploying equipment only and not intended for long term storage while deployment or in garrison. Containers will not be altered in anyway (i.e., shelves will not be added, no painting on Container information, no unit insignia, or remolding data plates)

b. Request for Containers will be submitted for approval to the ITO using the enclosed "Request Container Form" provided in enclosure 1. Container request must be submitted 60 days prior to deployment.

c. (1) Stuffing (loading); Keep the heaviest items centralized in the Container. Maximize Container space. Fill Container starting from the front (sealed end), fill bottom to the top working your way toward the doors. Place heavy items on the bottom and lighter items on top. Fill all empty spaces with blocking and bracing. The Container must be not less than 80% full in order to ship.

4.2. HAZMAT

a. When shipping HAZMAT you must submit a request 30 days prior to shipping HAZMAT, (enclosure 2). The memorandum has to be approved by the ITO . Once the memorandum has been approved you will be given a date when to turn in your HAZMAT. The unit will be responsible to transport all HAZMAT to Bldg 6037 East Range.

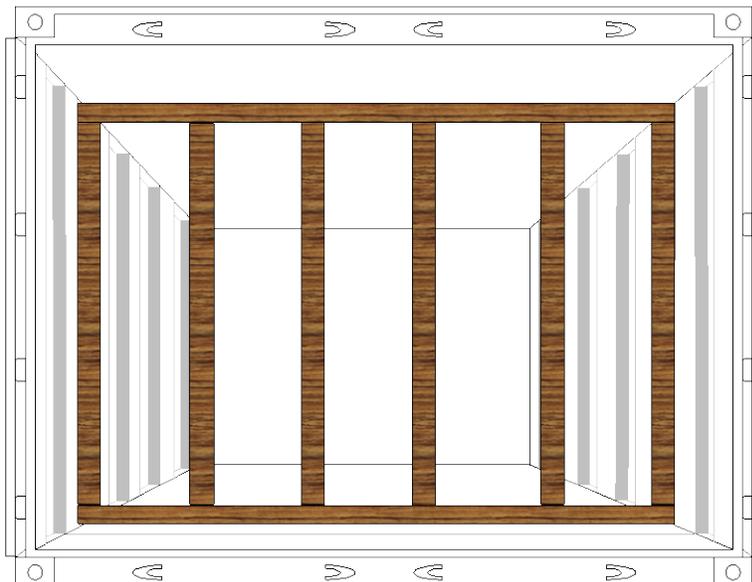
b. All generators must be drained and purged. A statement by the person who drained and purged must be signed by the unit Company Commander.

c. BAE contractors will be doing the packing, crating and labeling in Law with 2008 edition of International maritime Dangerous Goods code. The unit 80 hour HAZMAT person will be present on the date of the packing and crating. He will verify the packing list that has been pack and crated to the assigned Container. The Unit will also provide personnel to assist BAE contractors during the blocking and bracing.

4.3. Blocking and Bracing

a. **Units are responsible to purchase all required materials to block and brace.** It is also recommended to use duplex nails to build the blocking and bracing. Unit will have the proper tools to facilitate the blocking and bracing.

b. Minimum requirements will be eight 4 X 4 wood lumber by 8. They will be positioned one across the top and one across the top and one across the bottom extending into the grooves in the sidewalls nearest the end of the cargo. The remaining lumber will be used as uprights, equally spaced, with the outside 4 X 4 extending into the grooves on the side of the Container. Additional lumber may be used to keep items from falling through the blocking and bracing if required. Do not cover the entire area, the inspector must be able to see past the blocking and bracing to inspect the load.



4.4. Container Documentation: the following documentation is required:

DD1750 (container inventory)
1 copy placed on the box
1 copy to unit UMO
1 copy per shipping company

DD Form 2781 (HAZMAT) Container Packing Certificate or Vehicle
Packing Declaration
1 copy Unit HAZMAT certifier
1 copy to TFE HAZMAT certifier (TFE DTO)
1 copy per shipping company

DD Form 1907 (Sensitive Items)
1 copy to unit S-2
1 copy to UMO
1 copy to DTO
1 copy per shipping contractor

5. Coordinating Instructions

a. Shipping Addresses: For CONUS based units, ship Containers from home station to:

TBD
TBD
TBD

*Ensure a final destination of your Container is also provided on your request form (i.e. Base Camp)

b. Estimate the number of containers needed to move only equipment and supplies deemed mission essential. Containers must be filled to no less than 80% of total container capacity.

c. Funding for lease of approved containers will be provided by 25th ID(L) DRM. Funding will be provided directly to DOC/MTMC. (Enclosure 3 Request to ship Containers)

d. Prior to departure from home station all units must insure proper container data is included on the units DEL to include loaded weight and container serial number.

e. Unit Movement Officers must identify to ITO which containers (by container number) are to be moved from unit location to the SPOE and OIF base camps. All containers will be marked with ultimate destination base camps using marking scheme (TBP).

f. At no time are containers to be placed directly on the ground. If containers are to be removed from chassis, containers must be placed on a minimum of four each eight foot - 4"x 4" wood dunnage.

h. Once containers are loaded, units must contact the DTO for containers to be inspected prior to movement over open ocean (i.e. HI to Kuwait and redeployment to HI). Inspection is to ensure that containers meet all shipping requirements, are 80% utilized, that cargo is properly blocked and braced, all documentation is properly prepared and RFID.

i. After containers are inspected they will then be re-weighed at weighed at Lyman Scales, MSL affixed on container and transported to the SPOE. Depending upon weight difference from planned weight in the DEL, changes to the DEL may be necessary. All DEL changes are unit UMO responsibility. All request for changes to the DEL must be approved by the ITO (656-4963).

j. Sensitive item containers: Units must maintain a guard on sensitive item containers until accountability is properly transferred to the SPOE using DD Form 1907 for onward movement to OIF. DD Form 1907 must include container number, as well as container seal number. The OIC/NCOIC will sign for all sensitive containers as they are loaded on the vessel. ****Sensitive items Containers will require two seals and two locks.**

k. Non sensitive items container will be loaded and transported to the SPOE via line haul to the designated Port.

l. ITO will seal all containers after they are inspected. UMOs will insure seal numbers are documented for each container, particularly sensitive item containers. UMOs must notify the ITO immediately if seals to sensitive item containers appear to have been broken at any time while in-transit. If this occurs an investigation must be initiated. If a unit must break a seal to re-enter a container prior to movement, then a new seal number must be applied and the new seal number reflected on all documentation, to include the DEL.

6. CONTAINER MARKINGS

a. All Containers will be mark accordingly to ITO Standards and comply with enclosure 4.

b. Two inch lettering on a 12x15 sand color back ground will be stencil with UNIT, SECTION and UIC

c. Painting of another color will not be prohibited, nor will unit insignia will be applied on the Containers.

7. TURN-IN OF CONTAINERS

- a. Containers returning from re-deployment are property of the ITO USAG-HI. Additional Containers that was obtained during re-deployment will be turn in and be maintained for accountability by the ITO.
- b. Units will have 30 days to unload all Containers issued and obtained after redeployment. Units will remove all packing list, Hazmat place cards, RFID and dunnage. Units will clean all debris inside of the Container and swept.
- c. A joint inspection by the ITO and unit POC will be conducted prior to scheduling pick up of the Containers. Any damages or alteration will require a statement signed by the Unit Commander prior to schedule pick up.
- d. In the event Containers must be turned in at other destinations other than the DOL Container yard, the unit must return a signed copy of receipt, or turn-in document, along with a written explanation naming the exercise and location Container was left at, to include POC, phone number and e-mail address.

8. PROPONENT:

Proponent for this SOP is the Unit Movement Coordinator at 656-8718.

1 Encl.

Enclosure 1 - Container Request Form

Enclosure 2- HAZMAT Request

Enclosure 3- Request to Ship Container

Enclosure 4- Unit Identification Placecard



DEPARTMENT OF THE ARMY
BATTALION
Address
Schofield Barracks, HI 96857

REPLY TO
ATTENTION OF:

SAMPLE

IMPA-HI-LGT

22 May 2008

MEMORANDUM FOR USAG-HI DOL ITO, ATTN: Mr. Robin R. Jardin, Schofield Barracks, HI 96857

Thru Unit G-4 DTO, 25th Infantry Division, Schofield Barracks, HI 96857

SUBJECT: Request for 20' Container

1. Unit request temporary usage of # of Containers x 20' Containers to assist in unit's deployment to Operation Iraqi Freedom.
2. Request DTO coordinate # of Containers x 20' Containers to be spotted at Bldg # NLT Date/ Time.
3. My Command understands that all Containers will be signed for down to company level and will be returned to USAGG-HI ITO NLT 30 days after return from Operation Iraqi Freedom with damage statements if required.
4. Point of Contact name, Unit, Phone number, email address.

###Original signed###
CPT, MP
Operations Officer

Enclosure 1 – Sample Container Request Form



**DEPARTMENT OF THE ARMY
BATTALION
Address
Schofield Barracks, HI 96857**

OFFICE-SYMBOL

SAMPLE

05 May 2008

MEMORANDUM THRU U. S. Army Garrison- Hawaii, Directorate of Logistics
Transportation Division, Bldg. 6039, Rm 210, Schofield Barracks, Hawaii 96857

TO: DOL/BAE Whse 6040, East Range, Schofield Barracks, Hawaii 96857

SUBJECT: Request for HAZMAT packaging and certification in support of_____.

1. The following items of HAZMAT and POL products be packaged IAW applicable regulation (IATA/IMDG/CFR 49 and AFJ24-204/TM38-250) for deployment via Surface (TRICON) for Pohakuloa Training Area (PTA).

NOUN	PSN	QUANTITY	
Batteries	AA BATTERIES	37 BOXES	
	BA-5567A/U (PVS-7B)	6 BOXES	
	BA-5372	5 BOXES	
	6 VOLT LANTERN BATTERY	2 BOXES	
	PLGR MEMORY BATTERY	90	
	AAA BATTERIES	21 BOXES	
	M68 1/3 LITHIUM	13 BOXES	
	BA 5800 (PLGR BATTERY)	600	
	3V (LITHIUM BATTERY)	3 BOXES	
	BB-390	13 EA	

2. The POC for this memorandum is the undersigned @ 655-XXXX

/////Original signed/////

XXXXXXXXXXXXXXXXXX

CPT, TC

Operations Officer

Enclosure 2- Sample HAZMAT Request



**DEPARTMENT OF THE ARMY
BATTALION
Address
Schofield Barracks, HI 96857**

SAMPLE

OFFICE SYMBOL _____

Date _____

MEMORANDUM FOR U. S. Army Garrison-Hawaii, Directorate of Logistics, Transportation Division, Schofield Barracks, Hawaii 96857

SUBJECT: Request for Shipment. Shipment does not contain Dangerous Goods/HAZMAT. Inspection required prior to movement. Packing/crating requested.

1. Requestor: DODAAC: _____ UIC: _____
 Unit address: _____
 Street/Bldg: _____
 City/State: _____
 Point of Contact: _____ e-mail address: _____
 Duty phone: _____ Mobile Phone: _____

Description of Items (Contents): _____
 1) Dimension: L _____ X W _____ X H _____ Est weight: _____
 NSN: _____ Serial Number: _____

2. Delivery Location: DOL/BAE Shipping/Receiving Whse. (BY APPOINTMENT ONLY)
 Bldg. 6037, East Range 656-0734
 Schofield Barracks, Hawaii 96857

3. Destination: DODAAC: _____ UIC: _____
 ATTN: _____ PH: () _____ Cell: () _____
 Address: _____ City: _____ State _____ Zip _____
 E-MAIL ADDRESS: _____

4. TAC/ Line of Accounting _____

5. Point of Contact for this action is _____ Phone number _____
 Cell: _____

/////Original signed/////

XXXXXXXXXXXXXXXXXX
 CPT, TC
 Operations Officer

Enclosure 3- Sample Request to Ship Container

SAMPLE

UNIT/POC/PHONE

UNIT UIC

DESTINATION

**The Place card will be in a document protector tape on the Left Front of the Container.



Enclosure 4- Unit Identification Place Card