

**U.S. DEPARTMENT OF ENERGY  
NATIONAL NUCLEAR SECURITY ADMINISTRATION  
NEVADA SITE OFFICE**

**ORDER**

**NSO O 460.XA**

Approved: 12-09-09  
Review Date: 12-09-13

**HAZARDOUS MATERIALS  
NOTIFICATION SYSTEM**

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**INITIATED BY:**  
Office of the Assistant Manager  
for Environmental Management



## HAZARDOUS MATERIALS NOTIFICATION SYSTEM

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1. OBJECTIVE. The National Nuclear Security Administration Nevada Site Office (NNSA/NSO) Hazardous Materials Notification System (HAZTRAK) directive has been established to protect workers, the public, and the environment by:
  - a. Enhancing emergency response activities on the Nevada Test Site (NTS) by providing information concerning onsite transfers and onsite portions of offsite shipments of hazardous materials, substances, and wastes (Hazardous Materials [HAZMAT]), as defined in Title 49 Code of Federal Regulations (CFR) Part 171.8, to the NTS Emergency Response Organization (ERO).
  - b. Supporting consistent compliance with the requirements of 49 CFR 172, Subpart G, by supplying the NTS ERO with regulatory required information concerning offsite shipments of HAZMAT made on public roads.
  - c. Supporting NNSA/NSO waste management operations, scheduling, and reporting activities.
2. CANCELLATION. NSO O 460.X, HAZARDOUS MATERIALS NOTIFICATION SYSTEM, dated 10-26-05.
3. APPLICABILITY.
  - a. The provisions of this directive apply to all NNSA/NSO organizational elements.
  - b. Requirements applicable to the NNSA/NSO contractors, National Laboratories, other federal agencies, subcontractors, and their motor carriers, vendors, and visitors transporting HAZMAT on the NTS are set forth in the Contractor Requirements Document (CRD), Attachment 1. Compliance with the CRD will be required to the extent set forth in a contract or agreement. Regardless of the performer of the work, contractors are responsible for compliance with the requirements of the CRD.
  - c. Unless excepted, the provisions of this directive apply to:
    - (1) All transfers of HAZMAT made wholly within the boundaries of the NTS.
    - (2) Segments of inbound and outbound shipments of HAZMAT being transported on the NTS.

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- (3) Shipments of HAZMAT made on public roads from NNSA/NSO facilities.
- (4) Shipments of HAZMAT made by tenants from offsite locations (such as vendors and carrier facilities) on public roads to NNSA/NSO facilities.
- d. Information entered into HAZTRAK is for unclassified use only. **NOTE:** If the shipment/transfer information cannot be entered for security purposes (such as Office of Secure Transportation shipments), an alternative reporting process must be in place to ensure the NTS ERO is knowledgeable of the shipment/transfer.
- e. The following shipment types and materials are excepted from the requirement to provide information to the NTS ERO through entry into HAZTRAK or other approved alternative reporting methods:
  - (1) Materials described in 49 CFR 172.600(d), "Applicability and General Requirements."
  - (2) Those materials listed in 49 CFR 172.604(c), "Emergency Response Telephone Number."
  - (3) Inbound shipments of HAZMAT arriving at, and transfers being completed wholly within, the following NNSA/NSO facilities:
    - (a) North Las Vegas facility.
    - (b) Andrews Air Force Base.
    - (c) Nellis Air Force Base.
  - (4) Movements of HAZMAT made wholly within the boundaries defined by a single facility's Real Estate Operations Permit.

#### 4. RESPONSIBILITIES.

- a. Manager, NNSA/NSO. Ensures the safe and efficient management of onsite and offsite transportation activities at NNSA/NSO.
- b. Assistant Manager for Environmental Management (AMEM). Implements the onsite and offsite transportation requirements of DOE O 460.1B and DOE O 461.1A.

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- c. Federal Project Director, Waste Management Project.
- (1) Oversees the safe, secure, and efficient onsite transportation of HAZMAT and materials of national security interest.
  - (2) Provides determinations regarding the use of HAZTRAK by subcontractors, motor carriers, vendors, and visitors (tenants).
  - (3) Reviews tenant submitted written requests concerning use of alternative reporting processes.
  - (4) Determines if written requests concerning use of alternative reporting processes provide an equivalent level of safety as HAZTRAK.
  - (5) Provides tenants with written approval for use of alternative reporting processes, for a period of not more than 12 months, including any limitations on its use.
  - (6) Reviews tenant submitted written notifications concerning use of alternative emergency response telephone numbers. Provides pertinent comments to tenant.
  - (7) Assesses HAZTRAK system, as needed, based upon results of operational awareness activities.
  - (8) Reviews on an annual basis:
    - (a) Authorized alternative reporting processes.
    - (b) Alternative emergency response telephone numbers.
  - (9) Reviews planned enhancements to HAZTRAK.
  - (10) Authorizes use of a properly completed HAZTRAK generated form, "NTS Onsite HAZMAT Transfer-Published," as a shipping document for onsite transfers made wholly on the NTS.
- d. Personnel, NNSA/NSO. When managing NNSA/NSO projects, ensure non-NNSA/NSO project personnel are cognizant of the CRD for this directive and, if applicable, the CRD is set forth in a contract or agreement.

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### 5. REFERENCES.

- a. DOE O 460.1B, PACKAGING AND TRANSPORTATION SAFETY, dated 4-4-03.
- b. DOE O 461.1A, PACKAGING AND TRANSFER OR TRANSPORTATION OF MATERIALS OF NATIONAL SECURITY INTEREST, dated 4-26-04.
- c. 49 CFR, *Transportation*, dated 10-1-08.
- d. 49 CFR 171.8, *Definitions and Abbreviations*.
- e. 49 CFR 172, Subpart G, *Emergency Response Information*.
- f. 49 CFR 172, Subpart H, *Training*.
- g. 49 CFR 172.600, *Applicability and General Requirements*.
- h. 49 CFR 172.604, *Emergency Response Telephone Number*.
- i. Emergency Response Guidebook.

### 6. DEFINITIONS.

- a. Alternative Emergency Response Telephone Number. An emergency response telephone number other than that manned by the NTS ERO personnel (702-295-0311), used to comply with the requirements of 49 CFR 172.604 for outbound offsite shipments.
- b. Alternative Reporting Process. For various reasons, such as security, it may be necessary to use an alternative process to report NTS onsite movements of HAZMAT to the NTS ERO. An alternative reporting process must provide an equivalent level of comprehensive emergency response information as that obtained through HAZTRAK entry and may involve manual or automated methods.
- c. Comprehensive Emergency Response Information. Information required by the Hazardous Materials Regulations that should be immediately available at the emergency response telephone number. It is more specific, product-based information beyond that available to the first on-scene responder (e.g., flash point; toxicity data; boiling point; vapor density; specific gravity; solubility;

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miscibility; water reactivity; flammable limits; odor; physical state--gas, liquid, or solid; and detailed medical information). For the purposes of this directive, when using the NTS ERO telephone number, this comprehensive emergency response information must be provided to the NTS ERO through entries made in HAZTRAK or an approved alternative reporting process and either of the following:

- (1) Additional, manually provided documentation, and/or
  - (2) A secondary contact available via telephone at all times that the shipment/transfer is in transportation.
7. CONTACT. Questions concerning this directive should be addressed to AMEM at (702) 295-4111.



*Stephen A. Mellington*

Stephen A. Mellington  
Manager



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### CONTRACTOR REQUIREMENTS DOCUMENT

1. In support of the effective implementation of the National Nuclear Security Administration Nevada Site Office (NNSA/NSO) Hazardous Materials Notification System (HAZTRAK) directive, NNSA/NSO contractors, subcontractors, National Laboratories, and their motor carriers, vendors, and visitors (tenants) working on the Nevada Test Site (NTS) must:
  - a. Unless excepted (see NSO O 460.XA, Section 3e, for current exceptions), notify the NTS Emergency Response Organization (ERO) of applicable shipments/transfers of hazardous materials, substances, and wastes (Hazardous Materials [HAZMAT]) shipments/transfers) as defined in Title 49 Code of Federal Regulations (CFR), Part 171.8, prior to transportation commencing. Applicable shipment types and materials include:
    - (1) All transfers of HAZMAT made wholly within the boundaries of the NTS.
    - (2) Segments of inbound and outbound shipments of HAZMAT transported on the NTS.
    - (3) Shipments of HAZMAT made on public roads from NNSA/NSO facilities.
    - (4) Shipments of HAZMAT made by tenants from offsite locations (such as local vendors and carrier facilities) on public roads to NNSA/NSO facilities.
  - b. When utilizing the NTS ERO telephone number, provide comprehensive emergency response information to the NTS ERO through entries made in HAZTRAK or an approved alternative reporting process and either of the following:
    - (1) Additional, manually provided documentation, and/or
    - (2) A secondary contact available via telephone at all times that the shipment/transfer is in transportation.
  - c. When contacted by the NTS ERO, provide accurate comprehensive emergency response information to the NTS ERO in a timely manner. **NOTE:** Consistent with U.S. Department of Transportation interpretations, any delay longer than a few minutes would be unacceptable in providing this information.

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- d. Ensure employees entering data into HAZTRAK are trained as hazardous materials employees per 49 CFR 172, Subpart H, and are knowledgeable in the use of HAZTRAK.
- e. Ensure that data entered into HAZTRAK is no higher than the sensitivity level of Official Use Only.
- f. Prepare and submit written notifications of use of alternative emergency response telephone numbers to NNSA/NSO within seven working days prior to its initial use. The notification and comment process may be accomplished via e-mail. Notification of use of an alternative emergency response telephone number will include, at a minimum, the following information:
  - (1) The tenant who will utilize the alternative number.
  - (2) The reason for use of the alternative number.
  - (3) The types of movements and materials the alternative number will be used for.
  - (4) The actual telephone number and contact name.
  - (5) A contact name and phone number for the request.
- g. If required for security or other purposes, prepare and submit to NNSA/NSO for review, written requests concerning use of alternative reporting processes, within seven working days prior to its initial use. The request and approval process may be accomplished via e-mail. Requests for use of alternative reporting processes will include, at a minimum, the following information:
  - (1) The tenant who will utilize the alternative process.
  - (2) The reason for the alternative process.
  - (3) The types of movements and materials the alternative process will be used for.
  - (4) A description of the process, to include how and to whom shipment information will be provided, and how the information will be handled after the shipment is no longer in transportation.

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- (5) A contact name and telephone number for the request.
- h. When other shipping documents are not available for use, utilizes properly completed HAZTRAK-generated form, "NTS Onsite HAZMAT Transfer-Published," as shipping document for transfers made wholly on the NTS.
- i. Enter onsite portions of applicable outbound offsite shipments into HAZTRAK prior to onsite transportation commencing. **NOTE:** Even though a shipper uses an alternative emergency response telephone number to comply with 49 CFR 172.604, the portion of the shipment from the origination point on the NTS to the gate from which the shipment exits the NTS must be entered into HAZTRAK, or reported using an approved alternative reporting process. The HAZTRAK entry must remain on HAZTRAK until such time the shipment exits the NTS.
- j. Enter all shipments of applicable HAZMAT being transported onto the NTS into HAZTRAK prior to onsite transportation commencing. **NOTE:** The emergency response telephone number provided by the original shipper must be included in the HAZTRAK entry for the shipment. The HAZTRAK entry must remain on HAZTRAK until such time that the shipment is delivered to the NTS consignee.
- k. Enter shipments of applicable HAZMAT *not consigned* to the NTS, but are transported aboard a vehicle making deliveries/pickups on the NTS, into HAZTRAK prior to onsite transportation commencing. **NOTE:** The emergency response telephone number provided by the original shipper must be included in the HAZTRAK entry for the shipment. The HAZTRAK entry must remain on HAZTRAK until such time that the shipment exits the NTS.
- l. Enter onsite portions of deliveries of HAZMAT which, after being delivered to the NTS, their residues continue to meet the definition of a hazardous material found in 49 CFR 171.8, into HAZTRAK. **NOTE:** The emergency response telephone number provided by the original shipper must be included in the HAZTRAK entry for the shipment. The HAZTRAK entry must remain on HAZTRAK until such time that the shipment exits the NTS.
- m. When HAZTRAK is utilized by the tenant to comply with the requirements of 49 CFR 172.604, perform periodic test/drills to ensure that HAZTRAK is operational and meets the needs of the individual tenant.

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2. MANAGEMENT AND OPERATING (M&O) CONTRACTOR (only). The M&O contractor must provide support for HAZTRAK, to include the following:
  - a. Continuous operation, user access, and maintenance.
  - b. Process and data administration (including data backup).
  - c. Design and implementation of system enhancements (dependent upon available resources).
  - d. System documentation to users (users guide, including written instructions on how to notify the NTS ERO when the system is down).
  - e. Remote access to HAZTRAK for approved vendors and generators.
  - f. Ad hoc report generation.
  - g. Periodic tests/drills to ensure the NTS ERO can access HAZTRAK to provide comprehensive emergency response information on specific shipments.
  - h. Alert users to changes in system status.