Appendix E

Hazardous Materials Factual Report

Emery Emergency Response Information

Rancho Cordova, CA
DCA-00-MA-026

GENERAL OPERATIONS MANUAL

EMERY WORLDWIDE AIRLINES

REVISIONS UPDATE

All Manuals should have the following revisions incorporated and recorded on the Record of Revision page in each respective manual. ***Place this page in front of the GOM after each revision.***

Aircraft Loading Manual			Rev #05
Aircraft Operating Manual (AOM) Volumes	I (DC-8)		Rev #34
	II (DC-8)		Rev #34
Aircraft Operating Manual (AOM) Volumes	I (DC-10)		Rev #07
	1A (DC-10)		Rev #09
	II (DC-10)		Rev #03
BAM Manual (Crewmembers)			Rev #16
Check Airman Manual			Rev #04
Dangerous Goods Manual			Rev #04
DC-8 Data Book			Rev #42
Emergency Procedures Manual			Rev #14
Emergency Response Guide Book (Hazmat) (1999/2000)			DOT 9481-AN/928
Flight Crew Handbook			Rev #38
General Operations Manual (GOM)			Rev #84
Ground Handling Guide (2000)			Rev #03
DC-8 Navigational Equipment Manual			Rev #04
DC-10 Navigational Equipment Manual			Original
Hotel/OAL Jumpseats			Rev #38
MEL/CDL- DC-8			Rev #33
MEL/CDL- DC-10			Rev #03
Normal Checklists	DC-8-62/63 Series		08/30/99
	DC-8-70 Series		08/30/99
	DC-10		04/30/99
Q.R.H. (Quick Reference Handbook)	(DC-8)		Rev #07
Runway Analysis Manual	(DC-8)	-62 Series (Hush)	Rev #14
	(DC-8)	-63 Series (Hush)	Rev #14
	(DC-8)	-71 Series	Rev #44
	(DC-8)	-73 Series	Rev #62
Training Manual			Rev #24
Troubleshooting Guide			Rev #04

Weight & Balance Computers (DC-8)			
ALL EWW AIRCRAFT!!!	PROGRAM	# 028	08/10/99
		# 029	09/24/99
		# 030	10/25/99
		# 031	11/18/99
		# 032	01/05/00

If your Manuals are <u>not</u> up to date as shown above, contact Technical Publications immediately.

EMERY WORLDWIDE AIRLINES
TECHNICAL PUBLICATIONS
7406 WEBSTER STREET
DAYTON, OH 45414

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INTRODUCTION

The Procedures in this Chapter have been established by Emery Worldwide Airlines to save lives, protect property and comply with the Accident Reporting Requirements of NTSB Regulations. Additional information and procedures are provided in Emery Worldwide Airlines Emergency Procedures Manual. Specific emergency equipment and procedures for each aircraft type are included in the appropriate Aircraft Operating Manual. Except as noted in the Emergency authority section below, compliance with Emery Worldwide Airlines procedures, as well as those contained in NTSB 830, is mandatory in the event of an aircraft accident or incident.

Definitions -

The following words or phrases, as used in this Chapter, are defined as follows:

AIRCRAFT ACCIDENT -

An occurrence, associated with the operation of an aircraft which takes place between the time any person boards the aircraft, with the intention of flight, until such time as all such persons have disembarked and in which any person suffers death or serious injury as a result of being in or upon the aircraft, or in which the aircraft receives substantial damage.

AIRCRAFT INCIDENT -

An occurrence, other than an accident associated with the operation of an aircraft, which affects or could affect the safety of operations.

FATAL INJURY -

An injury resulting in death within thirty (30) days of the accident.

SERIOUS INJURY -

An injury which requires hospitalization for more than 48 hours within seven (7) days from the date of injury; involves severe hemorrhages or nerve, muscle or tendon damage; results in a fracture of any bone (except simple fractures of fingers, toes, or nose); involves injury to any internal organ; or involves second or third degree burns or burns covering more than 5% of the body surface.

SUBSTANTIAL AIRCRAFT DAMAGE -

Damage or structural failure adversely affecting the structural strength, performance or flight characteristics of the aircraft. Substantial damage normally requires major repair or replacement. Component damage classified other than substantial is further defined in NTSB 830.2.

OPERATOR -

Any person who causes or authorizes the operation of an aircraft, such as the owner, lessee or bailee of an aircraft.

OPERATOR -

Any person who causes or authorizes the operation of an aircraft, such as the owner, lessee or bailee of an aircraft.

PILOT-IN-COMMAND -

All duties and responsibilities assigned to the Pilot-in-Command shall revert to the Second-in-Command, if aboard and physically able, when the Pilot-in-Command is not physically able to comply. The Third-in-Command, if aboard and physically able, shall assume these duties and responsibilities when neither the Pilot-in-Command nor the Second-in-Command is physically able to do so.

EMERGENCY AUTHORITY

In emergency situations which require immediate decision and action, the Pilot-in-Command may follow any course of action which he considers necessary under the circumstances and in the interests of safety. In such instances, to the extent required, the Pilot-in-Command may deviate from prescribed operational procedures, methods, weather minima, and Federal Aviation Regulations.

When emergency authority is exercised, the appropriate communications facility shall be kept fully informed regarding the progress of the flight.

When emergency authority has been exercised, the Pilot-in-Command shall, upon completion of the flight, submit a written report to the Director of Operations detailing the circumstances pertaining to the emergency and the course of action taken. This report, together with additional comments, will be forwarded by the Vice President - General Manager to the FAA within ten (10) days of the emergency.

OVERDUE AIRCRAFT

Emery Worldwide Airlines Flight Dispatch is responsible for monitoring the progress of all Company-operated flights. When an aircraft is overdue and no communication has been received, Flight Dispatch will initiate the following procedures. These procedures are divided into three phases which reflect the urgency of the situation.

Search Phase -

This first phase of the procedures for overdue aircraft will be declared under either of the following conditions:

1. An aircraft has not arrived at its destination or alternate airports within thirty (30) minutes following the estimated time of arrival given in the flight release.

Either situation requires immediate action. Flight Dispatch will notify the Operations Coordinator and will attempt to locate the aircraft by calling destination and alternate airports given in the flight release. Failing a positive response from these sources, Flight Dispatch will then obtain assistance from the Flight Service Station/Air Traffic Control networks.

Alert Phase -

This second phase of the procedures for overdue aircraft will be declared under either of the following conditions:

1. The communications of the Search Phase have failed to locate the aircraft. The progress of the flight is still unknown but the aircraft is not yet past its endurance limit.

2. Reliable information is received which causes apprehension as to the safety of the aircraft and its occupants.

Either situation requires an immediate, realistic search for the aircraft. Flight Dispatch will coordinate with Flight Service, ATC and any other contact that might produce results. If the urgency of the situation prompts Flight Dispatch to initiate Alert Phase procedures without first declaring a Search Phase, Operations should be contacted.

Distress Phase -

This third phase of the procedures for overdue aircraft will be declared under either of the following conditions:

1. Alert Phase procedures have failed to locate the aircraft and it is estimated to be past its endurance limit.

2. Reliable information is received which indicates that the aircraft has made, or is making, a forced landing or ditching.

Either situation requires immediate civil and/or military search-and-rescue coordination by Flight Dispatch. Emergency notification procedures and telephone numbers are included in the Emergency Procedures Manual, Chapter 8. Flight Dispatch will provide necessary information and assistance to search-and-rescue agencies. Additional duties and responsibilities are included in the Emergency Procedures Manual, Chapters 1 and 2.

INFLIGHT EMERGENCY

The Pilot-In-Command of an aircraft is directly responsible for, and is the final authority as to, the operation of that aircraft. In an emergency requiring immediate action, the Pilot-In-Command may deviate from any rule to the extent required to meet that emergency.

Aircraft Control -

Flight Crews will deal with inflight emergencies and abnormal situations in accordance with the procedures stipulated in the Cockpit Emergency/Abnormal Checklist.

It is the responsibility of the Chief Pilot to ensure that each Crewmember understands and can execute the proper emergency or abnormal procedure in response to a simulated or actual situation.

Crewmembers will commit to memory those portions of the emergency procedures that require immediate action.

During an inflight emergency, the Pilot-in-Command will normally fly the aircraft during the initial phase of the emergency. After the Checklist has been accomplished and the aircraft is under control, it may be necessary to change control of the aircraft from one Pilot to another, in order to facilitate the troubleshooting of the malfunction (due to location of switches, fuses, etc.). Prior to relinquishing control of the aircraft, the Pilot flying the aircraft will brief the other Pilot on present location and desired airspeed, altitude and course to be maintained. In changing control, the Pilot flying the aircraft will state, "You Have Control." The other Pilot will physically take control of the aircraft and throttle(s) and state, "I Have Control." The same procedure will apply when relinquishing control again to the other Pilot. The Pilot flying the aircraft must navigate and monitor/comply with ATC instructions. The Pilot flying must not be distracted from his duties by the emergency situation.

Incapacitated Crewmember -

There are two major aspects to the problem of Crewmember incapacitation. The first is recognition and the second is remedy. Familiarity with, and adherence to, Emery Worldwide Airlines procedures is critical to both.

Although incapacitation is often obvious, sometimes deviation from approved procedures without prior briefing or acknowledgment is the only signal that a Crewmember is experiencing some degree of incapacitation. Therefore, it is important that all Crewmembers be alert to such deviations. They should immediately question or warn the deviating Crewmember and, if there is no response, initiate procedures to remedy the situation.

Each case of incapacitation is different, so exact procedures will vary.

When a Flight Crewmember becomes incapacitated, the following priorities and procedures apply:

1. Fly the aircraft. If the Pilot flying the aircraft becomes incapacitated, the Pilot not flying will immediately take over.

2. Take care of the incapacitated Crewmember. If time and additional Crewmembers are available, move the Crewmember and administer oxygen or first aid; if not, move his seat out of the way as much as possible and restrain him in it with the shoulder harness.

3. Prepare for landing. Reorganize cockpit procedures and reassign duties as necessary. Call ATC and advise. Request medical assistance at landing. Do not jeopardize safety to rush a landing.

Radio Failure -

In the event of complete two-way radio failure, the Pilot-in-Command will set his Transponder to 7700 for one (1) minute then change to 7600 for another fifteen (15) minutes. He will continue the flight, as appropriate:

1. By the route assigned in the last ATC clearance.

2 If being radar vectored, by direct route from the point of radio failure to the fix, route or airway specified in the vector clearance.

3. In the absence of an assigned route, by the route ATC has advised may be expected in a further clearance.

4. In the absence of any other instructions, by the route filed in the flight plan.

Each flight segment will be flown at the highest of the following:

1. The altitude or flight level assigned in the last ATC clearance.

2. The minimum altitude (or minimum flight level as prescribed in FAR 91.121(b) for IFR operations.

3. The altitude or flight level ATC has advised may be expected in a further clearance.

i) When the clearance limit is a fix from which an approach begins, commence descent or descent and approach as close as possible to the expect further clearance time if one has been received, or if one has not been received, as close as possible to the estimated time of arrival as calculated from the filed or amended (with ATC) estimated time enroute.

ii) If the clearance limit is not a fix from which an approach begins, leave the clearance limit at the expect further clearance time if one has been received, or if none has been received, upon arrival over the clearance limit and proceed to a fix from which an approach begins and commence descent or descent and approach as close as possible to the estimated time of arrival as calculated from the filed or amended (with ATC) estimated time en route.

If VFR weather conditions allow, remain outside or above the airport traffic area until the direction and flow of traffic have been determined, then join the airport traffic pattern. Maintain visual contact with the tower and look for light signals. Acknowledge any such signals by rocking wings or blinking landing/navigation lights.

In case of Receiver Failure only, continue to transmit all scheduled contacts. Remain outside the airport traffic area until the direction and flow of traffic have been determined, then advise the Tower of your position, altitude and intention to land. Request that you be controlled with light signals. Join the airport traffic pattern, watch the Tower for light signals and continue to transmit position.

In case of Transmitter Failure only, continue to monitor the appropriate ATC and ARINC frequencies for instructions; also, look for light signals. Acknowledge as noted above, and join the airport traffic pattern as instructed.

Engine/Mechanical Failure -

Except as noted below, if an engine shutdown or failure (or other mechanical failure which necessitates an emergency landing) occurs during flight, the Crew will notify the controlling ground agency, complete the appropriate approved Checklist, and land at the nearest suitable airport. Airport suitability based on the following factors will be determined by the Pilot-in-Command:

1. Proximity, as a function of time and distance.

2. Runway length required, as affected by aircraft weight and braking systems status and airport altitude and temperature.

3. Missed approach performance.

4. Terrain.

In the case of single engine shutdown or failure on an aircraft with three or more engines, the Pilot-in-Command may proceed to a further airport if, after considering the following, he decides that proceeding to that airport is as safe as landing at the nearest suitable airport:

1. The nature of the malfunction and the possible mechanical difficulties that may occur if flight is continued.

2. The altitude, weight and usable fuel at the time of engine stoppage.

3. The weather conditions enroute and at possible landing points.

4. The air traffic congestion.

5. The kind of terrain.

6. His familiarity with the airport to be used.

The Pilot-in-Command will keep the controlling ground agency informed of the progress of the flight during any mechanical failure requiring emergency action. He will request emergency equipment as needed. Emery Worldwide Airlines Maintenance Control will be advised of the situation and actions taken so they can provide technical information and assistance as necessary.

As soon as practical after landing, the Pilot-in-Command will contact Maintenance Control for a debriefing of the incident. The Maintenance Department is responsible for the submission of any required Mechanical Reliability Report (RDR) or Mechanical Interruption Summary (MIS) to the FAA.

A Pilot-in-Command who lands at an airport other than the nearest suitable airport after a major mechanical failure, engine failure or precautionary engine shutdown, must submit a written report to the Director of Operations justifying his action. This report, together with additional comments, will be forwarded by the Vice President - General Manager to the FAA within ten (10) days after the Pilot returns to home base.

SABOTAGE/BOMB THREATS

Emery Worldwide Airlines primary responsibility in the event of sabotage or bomb threat is the protection of personnel and property. Required notifications, duties, responsibilities and procedures are detailed in the Emergency Procedures Manual, Chapter 4. The priorities, on the following page are provided here as a quick reference:

1. Determine the validity of the threat. Historically, vague or general threats have proven to be hoaxes. If the threat is deemed valid, proceed with established bomb scare procedures.

2. Evacuate the threatened aircraft. If the aircraft is in flight, the Pilot-in-Command will decide whether to continue to the scheduled destination or land at the nearest suitable airport. (Specific circumstances will determine which airport is "the nearest suitable." The Pilot-in-Command will use his own best judgement, based upon his evaluation of the situation and information provided by the FBI, ATC and other appropriate agencies). When the aircraft is on the ground, all personnel are to be immediately evacuated and the aircraft submitted for inspection.

3. Notify the proper authorities. These are specified in the Emergency Procedures Manual.

4. Secure and search the aircraft. Refer to the Emergency Procedures Manual for procedures.

HIJACKING

Hijacking, also known as "Special Emergency", is defined as an act of air piracy or other hostile act by a person aboard an aircraft which threatens the safety of the aircraft. The Hijacking Response Procedures in Emery Worldwide Airlines Emergency Procedures Manual, Chapter 5, should be studied and adhered to by all operations personnel.

Although the word "Hijacker" is used throughout Emery Worldwide Airlines Manual System, it is especially important for Crewmembers to remember that there may be more than one Hijacker onboard the aircraft during the emergency.

Cockpit Crewmembers should always be alert and prepared to respond to the word "METHODICAL" when included in a communication from another Crewmember. This is the Emery Worldwide Airlines Approved Code Word for a hijacking in progress. Acts of heroism are discouraged due to the high probability of jeopardizing safety. The Crew will continue with their assigned duties and comply with company-approved Hijacking Procedures, including the following "METHODICAL" Checklist:

Mike - Maintain cockpit security. Keep the Hijacker out of the cockpit if at all possible. Try to maintain a full Flight Crew at all times; but if absolutely necessary, send the First Officer or Flight Engineer back to the Cabin to talk to the Hijacker rather than admitting the Hijacker to the flight deck.

Echo - Establish the validity of the threat. Ask to see the hijacker's weapon. If a bomb, check for:

1. Power source (battery).
2. Explosive.
3. Blasting cap.
4. Initiator (switch or timing device).

NOTE: If a bomb is suspected, descent to lower altitude and reduce airspeed, if possible. Extract as much information as possible from the Hijacker. Try to find out what his intentions are -- also his reasons for hijacking the aircraft, his identify, etc.

Tango - Transmit as much information as possible to ground personnel. Try to obtain information from the Hijacker by using the fuel "ruse" -- advise him you need to know his plans so that you can coordinate fuel loading, charts, clearances, etc. Pass on to Emery Worldwide Airlines Flight Dispatch as much information as possible in a routine manner.

If unable to transmit in the clear, use the word "trip" in a routine statement (i.e., "This is Emery Worldwide Airlines trip 200....."). If ground personnel are unsure whether you can transmit in the clear, they will use the word "trip" in a question. No response, or use of the word "trip" in your response, indicates that you are unable to transmit in the clear due to the presence of the Hijacker.

NOTE: Clear communication to ground may be possible even in the presence of the Hijacker if one Crewmember uses his oxygen mask microphone.

Hotel - Hinder the Hijacker's plans as much as possible. Force him to make decisions for which he has no expertise.

Oscar - Obstacles such as simulated hydraulic power loss, electrical malfunction, engine failure, fuel problems, etc. distract and intimidate the hijacker, decreasing his ability to control the flight. (Note: Do not do anything which will affect safety of flight.)

Delta - Deplane if at all possible. The Hijacking cannot succeed if there is no Crew to fly the aircraft. Increasing heat will provide an excuse to open the door. If deplaning is impossible, delay as much as possible. Blame delays on weather, ATC, ground handlers, etc. Delays wear down Hijackers.

India - Insist on termination. If on the ground, remain on the ground. If in the air, convince the Hijacker of the necessity to land as soon as possible.

Kilo - Keep the Crew functioning as a unit. Remain calm, move slowly, use common sense.

Alpha - Avoid arguments with the Hijacker. Be cooperative; portray ground personnel as decision makers.

Lima - Let public affairs handle the press. Specific procedures for Crewmembers appear later in this Chapter under "Release of Information."

As soon as it is clear that a hijack is in progress, alert Emery Worldwide Airlines Flight Dispatch (via communication with ARINC) by giving them a routine position report and request that 250,000 pounds of fuel be added at the next stop. This excessive fuel request will serve to alert the Dispatchers of a hijack in progress. The next refueling stop will also confirm a hijack if a stop had not been planned for that airport.

Effective immediately, the following Signals should be used by Pilots of hijacked aircraft to indicate the associated message. Air Traffic Controllers and designated representatives of the Department of Justice and the Department of Transportation are familiar with these signals and their meaning. They are prepared to act on these signals when used within the United States airspace.

PILOT SIGNAL	PILOT MESSAGE
Transponder Mode A/3, Code 7500. SEE NOTE 1	Am being hijacked.
Transponder Code 7500 followed by Code 7700. SEE NOTE 2	Situation appears desperate. Want armed intervention.
Leave flaps down after landing.	Situation still desperate. Want aircraft armed intervention and immobilized.
Retract flaps after having squawked Code 7700. Return to Code 7500. SEE NOTE 3	Leave alone - do not intervene.

NOTE 1:

Controllers shall acknowledge receipt of Code 7500 or 7700 by transmitting the following: "EMERY (#), this is (name of facility) on Seven Five Zero Zero (or Seven Seven Zero Zero). What is your altitude (or heading)?" This will indicate to the Pilot that the Controller is aware of his signal and that it will be relayed to appropriate authorities. It is possible that the Controller will not notice the code immediately and will not acknowledge receipt.

NOTE 2:

Pilots who decide to change from Code 7500 to Code 7700 should remain on Code 7500 until three minutes have elapsed or until an acknowledgment of Code 7500 has been received from the Controller (as in NOTE 1, above), whichever is sooner. Aircraft squawking Code 7700 and not in radio contact with the ground will be considered by ATC to have an in-flight emergency (in addition to the hijacking) and the emergency procedures in appropriate ATC Handbooks shall be followed. In these cases, notification of other concerned authorities shall include information that the aircraft was observed to have displayed the Hijack Code as well as Emergency Code.

NOTE 3:

Pilots who retract flaps after having squawked Code 7700 should return to Code 7500 and remain on Code 7500, if at all possible.

EMERGENCY EVACUATION

All Emery Worldwide Airlines Flight Crewmembers shall remain current and familiar with Emergency Evacuation Procedures and Equipment particular to aircraft type, as taught in the Emery Worldwide Airlines Basic Indoctrination ground school. Adherence to these procedures will serve to maximize safety.

The Pilot-in-Command will:

1. Manage cockpit in conjunction with emergency procedures and preparation for landing.
2. Brief Dead Head Personnel regarding situation, time available, type of landing and any other factors relevant to evacuation.
3. Issue the order to evacuate the aircraft.
4. Coordinate after-landing procedures relating to engine shutdown.
5. Evacuate.
6. Once outside, account for all personnel and provide for their safety.
7. Formulate a plan of action for rescue, brief Crew and delegate responsibility accordingly.

The Second-in-Command will:

1. Assist the PIC as directed.
2. Monitor radio communications.
3. Obtain CO_2 fire extinguisher and leave aircraft.
4. Fight existing fires.
5. Assemble all personnel away from the aircraft.

The Third-In-Command will:

1. Assist the PIC as directed.
2. Ensure that passageways and exits are usable after landing.
3. Obtain cockpit first aid kit and additional emergency equipment.

4. Assess conditions in cabin.

5. Assist in assembling and accounting for all personnel.

ACCIDENT PROCEDURES

Immediate Considerations:

In the event of an accident involving Company aircraft or personnel, the PIC shall:

1. Take every precaution to remove persons injured or trapped.

2. Protect the wreckage from further damage and prevent the removal or disturbance of any wreckage, cargo or mail at the accident site.

3. Protect the public from injury.

4. In the absence of the Accident Site Coordinator, notify local authorities and request assistance, if needed.

5. Refer to and comply with the Procedures itemized in Chapter 2 of the Emergency Procedures Manual.

Immediate Notification - Crew:

1. The PIC shall contact Emery Worldwide Airlines Flight Dispatch (513-264-6371 or 800-253-1959) as soon as possible and give the following information:

   a. Make, Model and Registration Number of the aircraft.

   b. Name of the PIC.

   c. Date and Time of the accident.

   d. Last point of Departure and Point of Intended Landing.

   e. Position of the aircraft with reference to some easily defined geographical point (highway, town, lake, railroad track).

   f. Number of persons aboard, number killed, number injured.

   g. Nature of accident and extent of aircraft damage.

   h. Local weather, if a factor.

i. Description and location of any explosives, radioactive materials or other dangerous articles carried.

j. How the Crew may be contacted.

2. When applicable, the PIC should request assistance from Flight Dispatch.

Accident Notification - Company:

Emery Worldwide Airlines shall immediately, and by the most expeditious means available, notify the nearest National Transportation Safety Board field office when:

1. An aircraft accident or any of the following listed incidents occur:

a. Flight Dispatch system malfunction or failure;

b. Inability of any required Flight Crewmember to perform normal flight duties as a result of injury or illness.

c. Failure of structural components of a turbine engine excluding compressor and turbine blades and vanes.

d. Inflight fire.

e. Aircraft collide in flight.

f. Damage to property, other than the aircraft, estimated to exceed $25,000 for repair (including materials and labor) or fair market value in the event of total loss, whichever is less.

g. For large multi-engine aircraft (more than 12,500 lbs. maximum certificated takeoff weight):

i. Inflight failure of electrical system which requires the sustained use of an emergency bus powered by a back-up source such as a battery, auxiliary power unit or air-driven generator to retain Flight Dispatch or essential instruments.

ii. Inflight failure of hydraulic systems that results in sustained reliance on the sole remaining hydraulic or mechanical system for movement of Flight Dispatch surfaces.

iii. Sustained loss of the power or thrust produced by two or more engines, and

iv. An evacuation of an aircraft in which an emergency egress system is utilized.

2. An aircraft is overdue and believed to have been involved in an accident.

The notification required above shall contain the following information, if available:

1. Type, Nationality and Registration Marks of the aircraft.
2. Name of Owner and Operator of the aircraft.
3. Name of Pilot-In-Command.
4. Date and Time of the accident.
5. Last point of Departure and Point of Intended Landing of the aircraft.
6. Position of the aircraft with reference to some easily defined geographical point.
7. Number of persons aboard, number killed and number seriously injured.
8. Nature of the accident, the weather and the extent of damage to the aircraft, so far as is known, and
9. A description of any explosives, radioactive materials or other dangerous articles carried.

The operator of an aircraft involved in an accident or incident for which notification must be given is responsible for preserving to the extent possible any aircraft wreckage, cargo and mail aboard the aircraft and all records, including all recording mediums of flight, maintenance and voice recorders, pertaining to the operation and maintenance of the aircraft and to the airman until the NTSB takes custody thereof or a release is granted pursuant to 381.10(b).

See Emergency Procedures Manual, Chapter 9.

- NTSB regional office telephone numbers are listed in Chapter 3 of the Emergency Procedures Manual.

Release of Information:

Crewmembers should use extreme discretion when discussing the accident with anyone. Discussion should be limited to a Company Debrief or other "need-to-know" circumstance. The Emergency Procedures Manual advises Flight Crewmembers to remain out of public view whenever possible. Every effort will be made to keep the press and others away from the Crew; should these efforts fail, the Crew is advised to be courteous but answer no questions. Only the PIC may make a statement, and this is limited to: "I have no comment - a formal statement will be available soon."

All information regarding deaths or injuries must be confirmed and withheld from release until verification of notification of next of kin is accomplished. Only personnel designated by the Vice President/General Manager shall be permitted to release information to the media or other non-company individuals. All other Company personnel are prohibited from making any public comments regarding the accident. (Refer to Chapter 6 of the Emergency Procedures Manual for additional information.)

Required Reports:

The Vice President/General Manager and/or the Director of Operations shall work with the NTSB and provide a written report as well as additional amplification as requested. Each Crewmember, if physically able, shall attach a statement setting forth facts, conditions and circumstances relating to the accident. If physically incapacitated, each Crewmember shall comply as soon as he is physically able.

1. REPORTS. The operator of an aircraft shall file a report on NTSB Form 6120.1 or NTSB Form 6120.2 within 10 days after an accident, or after 7 days if an overdue aircraft is still missing. A report on an incident for which notification is required by 830.5 (a) shall be filed only as requested by an authorized representative of the NTSB.

2. CREWMEMBER STATEMENT. Each Crewmember, if physically able at the time the report is submitted, shall attach a statement setting forth the facts, conditions and circumstances relating to the accident or incident as they appear to him. If the Crewmember is incapacitated, he shall submit the statement as soon as he is physically able.

3. WHERE TO FILE THE REPORT. The operator of an aircraft shall file any report with the Field Office of the NTSB nearest the accident or incident.

EMERY
WORLDWIDE AIRLINES
A CNF COMPANY

EWA
Emergency Procedures Manual

NOTICE OF ASSIGNMENT

THIS EMERGENCY PROCEDURES MANUAL HAS BEEN ASSIGNED AND ISSUED TO M+R Safety Board ON 2/18/00 MANUAL # 240

BY THE MANAGER OF TECHNICAL PUBLICATIONS.

This manual is assigned to and becomes the responsibility of the above individual, department, or agency. Although the task of inserting revisions may be delegated to other authorized personnel, all responsibility is retained by the assigned manual holder.

All revisions issued to this manual are to be entered immediately upon receipt.

Federal Aviation Regulations (121.137) requires all manual holders to keep their assigned manual revised with all changes and additions entered, and to keep appropriate sections accessible when performing assigned duties.

Suggestions or comments regarding the Emergency Procedures Manual contents are welcome and should be sent to:

Emery Worldwide Airlines
Technical Publications Department
7406 Webster Street
Dayton, OH 45414

PREFACE

1. Purpose

   A. The purpose and intent of the Emery Worldwide Airlines Emergency Procedures Manual is to establish an orderly, effective system of communications and to assign responsibilities that are necessary in order to exercise sound judgement and establish the course of action to be implemented for a given emergency. The manual contains instructions for handling emergency situations, with special emphasis upon the areas of station responsibility.

2. Scope

   A. Complete familiarity and understanding of the procedures contained in this manual are mandatory for all Emery Worldwide Airlines personnel. In addition, each station supervisor or designee should familiarize himself with his station's Airport Emergency Procedures Manual and keep both manuals available for reference in an emergency.

3. Use of the Manual

   A. This manual is prepared specifically for use by all Emery Worldwide Airlines personnel. It may be used as a reference guide by other company departments. Distribution of this manual and control of its contents is the responsibility of the Director of Operations. Effectivity administration is the responsibility of the Director of Airline Safety.

4. Manual Revisions and Responsibility

   A. Policy

      1) Revisions to this manual is the responsibility of EWA Technical Publications. These revisions are made on an as-needed or as-required basis to correct, add and/or to more clearly define policies, procedures, methods, and techniques.

      2) Revisions, additions and deletions to existing manual pages are identified by means of:

         a) A vertical line along the outside border beside the affected text, when the text is changed.

         b) A black line in the outside border beside the chapter and page number to indicate the text was unchanged, but the material was relocated.

      3) Whenever revisions are made, EWA Technical Publications will route them to the holders of the manuals. It is the direct responsibility of the manual holder to insert the revisions.

      4) All original revisions will be kept on file in EWA Technical Publications.

B. Procedure

1) Revisions, when issued, will be routed to manual holders utilizing the Manual Revision Transmittal (Figure P-1). The manual holder will do the following:

a) Sequentially remove the pages listed in the "Remove" column on the Revision Transmittal.

b) Sequentially insert the revision pages as listed in the "Insert" column.

NOTE

THERE MAY BE TIMES WHEN PAGES ARE REMOVED WITHOUT NEW INSERTIONS OR INSERTIONS WITHOUT REMOVALS.

c) Enter the date next to the appropriate revision number (found on the Revision Transmittal on the Revision Listing in the front of the manual). Legibly sign his/her name in the column marked "Signature" on the line next to the appropriate revision number.

NOTE

IF THE NEXT NUMBER WITHOUT A SIGNATURE ON THE REVISION LISTING DOES NOT MATCH THE REVISION NUMBER FOUND ON THE REVISION TRANSMITTAL, CALL EWA TECHNICAL PUBLICATIONS IMMEDIATELY.

d) Enter the appropriate information on the bottom of the Revision Transmittal. Be sure that the "manual issue number" is the same number found on the Revision Listing.

e) Return the appropriate information on the bottom of the Revision Transmittal. Be sure that the "manual issue number" is the same number found on the Revision Listing.

C. Request for Manual/Publication Revision (Figure P-2).

1) Policy

a) To insure compliance with the FARs, all revisions to this manual will require the approval of the EWA Director of Operations and Director of Airline Safety.

b) Anyone may submit a request for a revision. Request for changes to this manual will be evaluated by EWA and EWW HUB Management.

GENERAL

1. Introduction

   A. The purpose and intent of the Emery Worldwide Airlines Emergency Procedures Manual is to establish an orderly, effective system of communications and to assign responsibilities that are necessary in order to exercise sound judgement and establish the course of action to be implemented for a given emergency. The manual contains instructions for handling emergency situations, with special emphasis upon the areas of station responsibility.

   B. Complete familiarity and understanding of the procedures contained in this manual are mandatory for all Emery Worldwide Airlines personnel. In addition, each station supervisor or designee should familiarize himself with his station's Airport Emergency Procedures Manual and keep both manuals available for reference in an emergency.

2. Types Of Emergencies

   A. The Captain or Director of Operations or authorized Representative may, as required, declare an emergency when any condition jeopardizes safety of flight or when the following occur:

      1) Flight is unable to establish position.

      2) Flight is twenty (20) minutes overdue and has not communicated with Flight Dispatch.

      3) Failure or malfunction of the aircraft or a component which interferes with safe operation.

      4) Fire aboard the aircraft.

      5) Communications or navigational facilities impaired to a point where continued safe operations become difficult or impossible.

      6) Emergency landings.

      7) Death or unconsciousness of crew in flight.

      8) Inflight structural failure or collision of aircraft.

      9) Ground accidents during taxi, takeoff, or landing.

   B. In an emergency, the Captain is authorized to deviate from prescribed methods, procedures, or minima, in the interest of safety and to proceed on a course of action dictated by circumstances.

3. General Procedures

   A. Anyone receiving information of an accident involving company aircraft should immediately contact Flight Dispatch. If an accident is reported to Flight Dispatch, the individual on duty will notify the Operations Coordinator and Airline Safety for instructions. (The Operations Coordinator is assigned by the Director of Operations or his Representative.) Then notifications will be made for the purpose of establishing an "ALERT" condition. Formal notification of accidents will follow the sequence outlined in Chapter 3 of this manual.

   B. Although Flight Dispatch will act as the company communications center, the initial responsibility to evaluate the situation and initiate appropriate procedures will rest with on-site personnel. Station personnel will stand by to assist in any area when alerted that an emergency condition exists. Station personnel will answer an emergency alert at any other airport or location when requested to do so by the proper designated company supervisor.

4. Transportation To Area Of Emergency

   A. It is imperative that key designated Emery Worldwide Airlines personnel proceed, without delay, directly to the accident/emergency site to establish company control of required functions and assist the accident site coordinator. Normally the Director, Airline Safety or designated Representative will assume control at the accident/emergency site.

   B. The first available scheduled airlines or charter flight will be utilized to expedite Emery Worldwide Airlines personnel to the emergency site.

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DUTIES AND RESPONSIBILITIES

1. Operations Coordinator (who is assigned by the Director of Operations or his authorized Representative) will:

   A. Coordinate with the Director of Operations and assist as necessary.

   B. Assume the duties of Emergency Control Coordinator in the absence of the Director of Operations.

   C. Provide dispatching control for all flights and assure continuing transportation in scheduled operations.

   D. Work with the Emergency Control Coordinator to establish and maintain communications with the mishap site, if possible.

   E. Establish hand-written logs, with time column for ALL personnel on duty in Flight Dispatch; to log all activities (calls made, calls received, etc.) concerning the incident/mishap.

   F. Maintain a record of all activities.

   G. Direct gathering of applicable flight records and paperwork - flight release, freight information, notams, weight and balance, training sheets, etc.

2. Chief Pilot will:

   A. Coordinate with the Director of Operations/Director of Maintenance the steps to be taken in case of accident. Assure that flight operations personnel are briefed in the proper procedures and handling of the emergency.

   B. Proceed to the scene by fastest means and monitor and assist FAA and NTSB investigators as necessary. Assist the Director, Airline Safety as appropriate.

   C. Recover aircraft maintenance log and assure that it has been properly completed by the captain and flight crew.

   D. Review emergency responsibilities with the flight crew.

3. Director Of Ground Operations (who is assigned by the Director of Maintenance or his authorized Representative) will:

   A. Coordinate with the Director of Operations/Director of Maintenance the steps to be taken in case of accident. He will assign one individual at the scene to assure that ground personnel are briefed in the proper procedures and handling of the emergency.

4. Director, Airline Safety, or an authorized representative will normally assume control of on-site activities will:

   A. Take action deemed necessary to assure safety and protection of life and property.

   B. If off field, set up operations base at site. Obtain trailer or tent for this purpose. Coordinator will be in charge of activities of Emery Worldwide Airlines and other agencies involving workers, guards, supplies, food and transportation.

C. Obtain emergency fund, as required.

D. Establish an identification base (fatalities to crew and/or observers):

1) Notify sheriff and coroner of county in which accident occurred. Coroner to select identification base (temporary morgue) large enough to handle all remains in one location.

2) Assure that no action is taken toward removing remains until coroner's approval has been secured.

3) Once approval is secured, assure that all remains are sent to identification base.

4) Arrange with the telephone company for installation of phones at the identification base, if possible.

E. If guard service is required, arrange with local police for "off duty" officers.

F. Coordinate EWA activities with FAA/NTSB, as required. Coordinate EWA mishaps investigation efforts.

5. Director Of Flight Operations will:

A. Assure appropriate key personnel are alerted as indicated in Chapter 3.

B. Proceed to Flight Dispatch as soon as possible; assume the function of Emergency Control Coordinator.

C. Maintain a log of all activities.

D. Coordinate with the Director, Airline Safety, as required.

6. Emergency Control Coordinator will:

A. Alert appropriate key personnel (Ref. Chapter 03, Page 2).

B. Review emergency responsibilities of all Flight Dispatch personnel; brief them on proper procedures and handling of the emergency.

C. Work with the Operations Coordinator to establish an emergency communications center handling Company interchanges and requests.

D. Provide Flight Release control for all flights and adjust aircraft movements as necessary.

7. Flight Crewmembers will:

A. If the Captain is incapacitated, then the Co-Pilot and Flight Engineer, (in that order) shall be responsible for the safety and needs of the remaining crew and/or observers. In the absence of the appropriate authority, special considerations will be given to the following:

1) Administering first aid as necessary and securing competent medical aid, doctors, ambulance, etc.

2) Ensuring telephone availability for notifying friends, relatives, etc.

3). Reference to and compliance with the Emery Worldwide Airlines Emergency Procedures Manual which, not only outlines specific duties, but also provides names, addresses and telephone numbers to be used in any emergency at all company based stations. (Refer to Chapter 6 for information regarding public statements.)

4) In the event of a forced landing or accident to any cargo aircraft being operated by or on behalf of the company, the pilot-in-command, in addition to complying with procedures, shall be responsible for the safety of the crew and the protection of the aircraft and cargo until such time as he is relieved of this responsibility by the Director, Airline Safety or other duly appointed person. (Refer to Chapter 9 for information regarding the protection of aircraft wreckage, mail, cargo, and records.)

8. Station Supervisor will:

A. Review contents of Emery Worldwide Airlines and Airport Emergency Procedures Manuals.

B. Insure that Flight Dispatch and Maintenance Control are advised immediately.

C. Arrange with Airport Manager or his agent for access to the field and a radio-equipped vehicle and cellular phone if possible. Obtain witness names and phone numbers.

D. Assign one station agent or maintenance representative as assistant to the supervisor on duty for liaison such as telephone answering, relay of essential information, etc.

E. Assume the duties of Director, Airline Safety until relieved by a higher authority.

F. If necessary, alert local telephone company - Emergency Service.

G. Specify and make arrangements for an assembly point for all personnel concerned.

H. Work with the Director, Airline Safety to establish medical arrangement, notification of relatives, telephone availability to crew and/or observers, etc.

I. If accident "off field", arrange for suitable emergency transportation to and from site for personnel.

J. Keep Emergency Control Coordinator/Maintenance Control advised by telephone of what is needed at the site and any other pertinent information.

K. When applicable comply with Maintenance Production Procedures (M.P.P.) Chapter 6 for aircraft accident reporting.

9. Director Of Line Maintenance will:

A. Coordinate with the Director of Operations and Director, Airline Safety, as required.

B. Assign Maintenance Representative to standby to join emergency team, if required.

C. Advise representatives of various manufacturers, if required.

D. Proceed to assembly point and take charge of all maintenance activities.

E. Preserve all records, instrument readings, etc. for investigators.

F. Review and implement aircraft recovery and salvage procedures.

G. Maintain a record of all activities.

10. Vice President will:

A. Confer with appropriate corporate officers and public affairs consultant regarding the dissemination of information to news media representatives and to the public at large. All inquires other than flight number of the aircraft involved will be referred to his office or public affairs consultant.

B. Coordinate with the Director of Operations with regard to supervising the dissemination of information to the public and routing of all news media inquiries.

C. Designate a spokesman on site to communicate with news media, if required.

D. Assist the Director of Operations and Director of Airline Safety in any way possible.

E. Caution personnel not to provide information other than flight number, point of origin, number of crew and observers and crew base – nothing else. Do not volunteer information. Advise personnel to be as cooperative as possible under circumstances.

F. Caution personnel not to congregate in groups.

G. Arrange for extra personnel coverage, if required.

H. Maintain an accurate record of all activities.

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NOTIFICATION PROCEDURES

1. General

   A. Any emergency can frustrate thinking processes and cause loss of valuable time unless immediate action is taken. It is important that we know automatically what to do and when to do it. The communication of essential information is the most important phase in the handling of any emergency situation after the saving of human life. In many cases the saving of human life will depend upon the prompt and accurate relay of this information.

   B. This section will outline the specific notifications and flow of information to certain Emery Worldwide Airlines personnel. The basic assumption is that Flight Dispatch will be the first to be advised of an emergency and will initiate notifications via telephone or any other means available.

   C. The following pages outline the initial notification process. Each person listed will keep available at his telephone station a copy of this manual and will complete the calls as outlined and make appropriate notations as to time called, remarks, etc. It is very important to maintain accurate records of notifications. At the completion of any emergency, all records shall be delivered to the Director of Flight Operations for filing.

   D. If one of the personnel on the Emergency Notification Matrix (Table 3-1) cannot be reached, Flight Dispatch will make the secondary notifications which would have normally been made by that person.

2. Special Notices Required For Military Airlift Contract Flights

   A. All Operations

      1) In the event a flight containing SECRET or CONFIDENTIAL material is delayed, interrupted or terminated at an unscheduled point, immediate notice to that effect shall be given to the Senior Airlift Controller. Prompt and strict compliance with instructions received as pertains to the security of the SECRET or CONFIDENTIAL material will be maintained. To determine the security clearance of CRAF personnel, call Company Security Officer, if unsuccessful, then contact the Defense Investigative Service Clearance Officer (DISCO) at (614) 238-2265 or AUTOVON 850-2133. The Company Security Officer for Emery Worldwide Airlines is the Director of Flight Operations,

         a) (937) 264-6343 (OFFICE)

         b) (937) 332-8071 (HOME)

B. Notice Of Accidents

1) In all cases where the aircraft is involved in an accident or incident, as defined in the definitions section of this manual, the Company will be responsible for insuring that the following information is transmitted by the most expeditious means available to AMC Command Center, Tanker Airlift Center's Emergency Action Cell, Phone No. (618) 256-1706.

a) Carrier and trip number.

b) Aircraft type and number.

c) Date and time of the accident.

d) Last point of departure and point of intended landing of the aircraft.

e) Positioning of the aircraft with reference to some easily defined geographical point.

f) Nature of the accident and the extent of damage to the aircraft or other aircraft or property so far as known.

g) Total number of passengers and crewmembers on board.

h) Number of injured and fatalities aboard the aircraft. The names and extent of injury, or death, of passengers or military sponsored personnel will be withheld from the public pending notification of the next of kin by the Government.

i) Security classification, location of and condition of cargo and mail, if any on board.

j) Name and telephone number of Contractor's public relations spokesman for the accident or incident. Responses to news media queries or company news releases will be in accordance with Contractor's Operations manual. Company news releases will be sent via ARINC to Headquarters AMC/PA BLVOOMC and AMC/TRC BLVMAMC

k) A complete listing of all cargo aboard the aircraft at the time of the accident will be prepared by the contractor and submitted to the ACO as soon as practicable.

INSURANCE ADJUSTER
Debra Schramm
Insurance Administration
Consolidated Freightways, Inc.
P.O. Box 3477
Portland, OR 97208-5790 [redacted] [redacted]

FAA:
Air Carrier District Office
4240 Airport Road
Cincinnati, Ohio 45226
Insp. Mark Holtgrave (POI) [redacted] Monday-Friday 0800 -1630 ET

NOTE

If unable to contact the POI at the above number, then you should contact the FAA tower or center nearest the location of the incident/accident and confirm that they have contacted the nearest FSDO.

NTSB:
Northeast Regional Office
2001 Route 46, Suite 203
Parsippany, NJ 07054

Eastern Region
Great Lakes
Washington, D.C. [redacted]

The National Transportation Safety Board field offices are listed under U.S. Government in the telephone directories in the following cities: Anchorage, Alaska; Atlanta. Ga.; Chicago, Ill.; Denver, Colo.; Forth Worth, Tex.; Kansas City, Mo.; Los Angeles, Calif.; Miami, Fla.; New York, N.Y.; Seattle, Wash.

4. For Emergency Assistance:

CHEMTREC: (800) 424-9300

Also refer to the Emery Worldwide Airlines Dangerous Goods Manual and to the Department of Transportation Emergency Response Guidebook. These resources include detailed information regarding the appropriate response to each specific agent.

Air Mobility Command:

Tanker Airlift Control Center's Emergency Action Cell	TACCDO (618) 256-1706

Emergency Management Services:
EMSI (For drug/alcohol testing) (800) 421-3674

EMERGENCY NOTIFICATION MATRIX							
X-NOTIFY IMMEDIATELY N-EMERGENCY NOTIFICATION NOT REQUIRED				O-NOTIFY WITHIN 24 HRS			
SITUATION	MGR., FLT. CTRL.	DIR. OF OPS.	CHIEF PILOT	AIRLINE SAFETY	FAA	NTSB	LOCAL POLICE/FBI
ACFT ACCIDENT	X	X	X	X	X	X	X
ACFT COLLISION IN FLIGHT	X	X	X	X	X	X	N
ACFT OVERDUE	X	X	X	X	X	X	N
FATAL INJURY	X	X	X	X	O	N	X
SERIOUS INJURY	X	X	X	X	O	N	N
FLT CREW INJURY OR ILLNESS ON DUTY	O	O	X	X	O	X	N
SUBSTANTIAL DAMAGE	X	X	X	X	X	X	N
IN FLIGHT FIRE	X	X	X	X	O	X	N
TURBINE ENGINE ROTOR FAILURE	O	O	O	X	O	X	N
FLIGHT CONTROL SYSTEM MALFUNCTION	O	O	O	X	O	X	N
BOMB THREAT	X	X	X	X	X	N	X
ACFT GROUND DAMAGE BY GROUND SVC PERSONNEL	O	O	N	X	O	N	N
ACFT GROUND DAMAGE BY CREW	X	X	X	X	O	N	N
ENGINE SHUTDOWN	O	O	O	O	N	N	N
LANDING GEAR MALFUNCTION	O	O	O	O	N	N	N
RADIO FAILURE (ALL)	O	O	O	O	O	N	N
DIVERSION (MECHANICAL)	O	O	O	N	O	N	N
HIJACK	X	X	X	X	X	X	X

Emergency Notification Matrix
Table 3-1

EMERGENCY ACTIVITY LOG

NAME: _____

POSITION: _____

DATE (Z): _____

TIME(Z) DESCRIBE ALL ACTIVITIES CONCERNING EMERGENCY

Emergency Activity Log
Figure 10-1

STATION: _____

AIRPORT: _____

TITLE/NAME _____

BUSINESS PHONE _____

HOME PHONE _____

MANAGER/CARRIER REP _____

STATION SUPERVISOR _____

AIRPORT MANAGER _____

AIRPORT SECURITY _____

SHERIFF'S DEPARTMENT _____

POLICE DEPARTMENT _____

FIRE DEPARTMENT _____

HIGHWAY PATROL _____

U.S. COAST GUARD _____

F. B. I. _____

NTSB _____

FEDERAL AVIATION ADMINISTRATION:

FM CONTROL TOWER _____

FM AIR CARRIER _____

FM FLIGHT SERVICE _____

FM CIVIL AVIATION SECURITY FIELD OFFICE _____

REGIONAL COORDINATING OFFICE FOR RADIOLOGICAL ASSISTANCE _____

Telephone Number Format "Form"
Figure 10-4, Sheet 1

STATION: _____

TITLE/NAME _____

BUSINESS PHONE _____

HOME PHONE _____

HOSPITALS _____

AMBULANCE SERVICE _____

COUNTY CORONER _____

HOTEL/MOTEL _____

LIMOUSINE _____

(INSERT) DAMAGE INVESTIGATIONS REPORT FORM

Telephone Number Format "Form"
Figure 10-4, Sheet 2

DANGEROUS GOODS MANUAL

EMERY WORLDWIDE AIRLINES

A CF Company

NO. 442

NOTICE OF ASSIGNMENT

This Dangerous Goods Manual has been assigned and issued to MHR Safety Board on 2/18/00 by the Manager of Technical Publications.

This manual is assigned to and becomes the responsibility of the above individual, department, or agency. Although the task of inserting revisions may be delegated to other authorized personnel, all responsibility is retained by the assigned manual holder.

All revisions issued to this manual are to be entered immediately upon receipt.

Federal Aviation Regulations 121.137 requires all manual holders to keep their assigned manuals revised with all changes and additions entered, and to keep appropriate sections accessible when performing assigned duties.

Suggestions or comments regarding the Dangerous Goods Manual contents are welcome and should be sent to:

Emery Worldwide Airlines
Technical Publications Department
303 Corporate Center Drive
Vandalia, OH 45377

Introduction

All dangerous goods must be handled and loaded aboard an aircraft in compliance with DOT and IATA regulations, as well as company and carrier policy. These regulations/requirements will ensure that dangerous goods are transported safely.

Only a summary of the more important requirements are covered in this section. Refer to the title 49 CFR Part 175, and IATA Section 9, of the regulations for the complete requirements.

It is the responsibility of each EWA employee, or agent, to provide and maintain safe standards in the movement of dangerous goods at all times. There will be no exceptions to these rules without written approval from an appropriate competent authority or the Environmental Affairs Department/HDY.

General Policy International

Whenever operating flights into, over or out of any country, other than the U.S., while transporting dangerous goods, Emery Worldwide Airlines must comply with the requirements of Part 175 of 49 CFR, IATA and any state (country) variations of those countries published in IATA/ICAO and all requirements of such countries pertaining to the acceptance, loading and transportation of dangerous goods.

Preloading

Just before loading a package containing dangerous goods into a ULD (Unit Load Device), or onto a PN (pallet with a net), check the package for leaks or damage. Any shipment of dangerous goods, or container containing dangerous goods, that is leaking or that has been damaged, must not be loaded into an aircraft. Instead, immediately notify the supervisor and the follow the Emergency Action Procedures.

Likewise, you must ensure that dangerous goods loaded are compatible with other shipments loaded in the ULD, PN, or aircraft bin.

* * *

Introduction

You must be constantly aware of the incompatibility of certain dangerous goods. It is critical that these goods are loaded properly, as some dangerous goods interact violently when coming into contact with each other.

Therefore, follow the Compatibility Table before loading dangerous goods into a ULD or an aircraft; they may be incompatible and could create a very dangerous situation if coming into contact with each other.

NOTE: This table is also to be used in a cargo facility, or any other area at an ◆ A airport designated for stowage of dangerous goods.

Compatibility Table

Consult the Compatibility Table before loading two or more dangerous goods shipments together. The table reads much like a road map mileage table.

COMPATIBILITY TABLE

	A	B	C	D	E	F	G
A. Explosives & Blasting Caps Orange (IATA 1) Label	1	2	2	2	2	2	X
B. Compressed Gases Red/Green/White (IATA 2.1, 2.2 & 2.3) Labels	2						
C. Flammable Liquids Red (IATA 3) Label	2					X	
D. Flammable solids - spontaneously combustible White & Red (IATA 4.2)	2					X	X
E. Flammable Solids - Dangerous When Wet Blue (IATA 4.3) Label	2					X	X
F. Oxidizers or Organic Peroxides Yellow IATA 5.1 or 5.2) Labels	2		X	X	X		X
G. Corrosive Materials Black & White (IATA 8) Label	X			X	X	X	

To read the table, notice that each class of dangerous goods on the left side of the table is designated by an alpha character (letter). The letter at the top of the table also refers to the corresponding hazard class as identified on the left side. For example; the letter "B" on top of the table represents "Compressed Gases."

NOTE: To help identify the various materials, the label color and its IATA number are also shown. Division 4.1 and classes 6, 7 and 9 are not included in this table as they do not require segregation from other classes of dangerous goods.

Reading the table.

- For each package, find the class letter of the dangerous goods.
- Moving from left to right, and down from the top, determine where the two intersect.

Compatibility Table *(cont)*

- **Flammable Solids and Corrosive Materials.** Going from left to right, move across from D (Flammable Solids) and down from G (Corrosive Materials) to the point of intersect, where you find an "X."

- **Other possible combinations.** Go through the same process as above. If a "1" appears at the point of intersect, it means these shipments are incompatible with one exception, as follows.

  EXCEPTION. Explosives belonging to the same compatibility group may be stowed together, regardless of the division number. Explosives which do not belong to the same compatibility group must not be stowed together, whether or not they belong to the same division in the classification except that Compatibility Groups C, D and E may be stowed together. However, explosives of Division 1.4 Compatibility Group S may be stowed with other compatibility groups.

  If a "2" appears at the point of intersect, it means these shipments are incompatible with one exception, as follows.

  EXCEPTION. Explosives other than those in Division 1.4 Compatibility Group S must not be stowed together with this class or division.

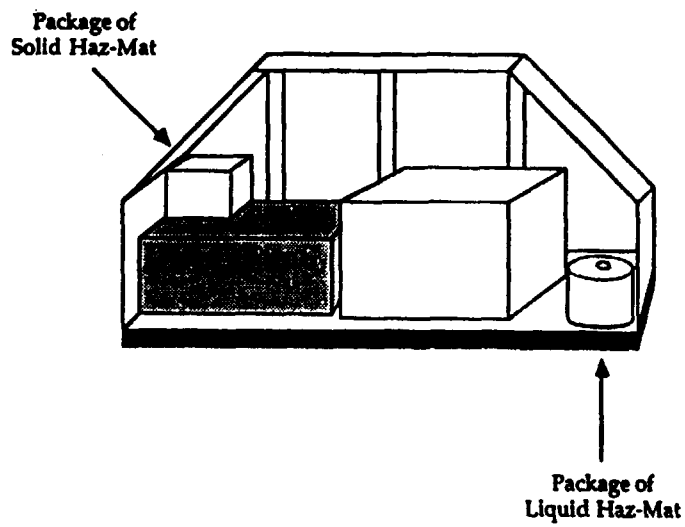
Building ULD's With Incompatible Haz-Mat

If possible, avoid placing incompatible Haz-Mat shipments into the same ULD. However, if it is necessary to do so, then:

- Place the incompatible Haz-Mat in opposite corners.
- Load liquid Haz-Mat low and the solid Haz-Mat high.

  NOTE: When loading a hut, place the solid Haz-Mat in the upper rear corner of the hut. If Haz-Mat is placed in a front upper corner of the hut, it may fall out when the curtains are opened.

Building ULD's With Incompatible Haz-Mat *(cont)*



Loading Incompatible Haz-Mat During Buildup

• • •

Overview

While some dangerous goods will not interact violently with other dangerous goods, it is possible that some may cause problems if coming into contact with each other during transit. It is therefore important that all those concerned are aware of the unique characteristics of the dangerous goods described below.

Magnetized Material

Ensure that magetized materials are not loaded into the aircraft in a manner that might affect the navigational instruments of the aircraft. Likewise, ensure that this freight is not placed in the same ULD with other magnetic material, such as computer software.

NOTE: Magnetized material is not regulated if the shipment has an origin and destination within the continental U.S. Nevertheless, give careful consideration to the possible consequences of loading magnetized materials together.

CAUTION: Pilot, be alert to the possibility of erratic compass indications prior to flight. If the compass system has been affected, you may want to consider relocating, or off-loading, the magnetized material.

Dry Ice and Cryogenic Liquid

Load dry ice (carbon dioxide solid) packages and cryogenic liquid (liquid nitrogen) in a way that allows adequate ventilation and oxygen supply to any live animals that are being transported at the same time.

Furthermore, ensure that no more than 440 pounds (200 kg) of dry ice is placed in a cargo compartment without authorization and special instructions from Flight Control at the Dayton Hub, (513) 454-3141 or (800) 253-1959. ◆

NOTE: After contacting Flight Control and receiving approval to load more than 440 lbs. (200 kg) of dry ice per compartment, see EB701-7 for *Dry Ice - Increased Limitations*.

Dry ice **MUST NOT** be loaded in the same compartment as live animals.

Organic Peroxides - Div 5.2

Organic Peroxides of Division 5.2 and Self-Reactive Substances of Division 4.1 must be shaded from direct sunlight and stored away from all sources of heat in a well ventilated area during the course of loading, and not overstowed with other cargo. ◆

Any special storage instructions supplied by the shipper must be followed. This information will normally appear on the *Shipper's Declaration* in the Additional Handling Information box.

Polymeric Beads

Ensure that no more than 220 pounds (100 kg) of expandable polymeric beads, granules or plastic molding material is loaded in any inaccessible compartment. ◆

There is no weight limit when these items are loaded on an open pallet in an accessible position aboard the aircraft.

Toxic and Infectious Substances

Substances requiring labels of Class 6 (Poisons or Infectious Substances) must not be loaded in the same compartment with animals, substances marked as or known to be foodstuffs, feed or other edible substances intended for consumption by humans or animals. This does not apply if either the poisons and the foodstuffs are loaded in separate ULDs (unit load devices) and, when stowed aboard the aircraft, the ULDs are not adjacent to each other or, the poisons are loaded in one closed ULD and the foodstuffs are loaded in another closed ULD.

Load toxic substances on a PN in the first position—that's EWW's policy. ◆ A

NOTE: No person may operate an aircraft that has been used to transport any package bearing a POISON label unless, upon removal of such package, the area in the aircraft in which it was carried is visually inspected for evidence of leakage, spillage, or other contamination. All contamination discovered must be either isolated or removed from the aircraft.

◆ D

Passenger Aircraft Material

As required by federal regulations, do not load more than 50 pounds (25 kg) net weight of Passenger Aircraft Material when placed on a PN in an inaccessible position in the main cargo compartment of an aircraft. However, any quantity may be carried in either an accessible compartment, or in a freight container.

EXCEPTION: When loaded aboard cargo aircraft, no weight limitations exist on the following items: ◆

- Class 9 and ORM-D materials
- Radioactive Materials (Class 7)

Non-Flammable Gases

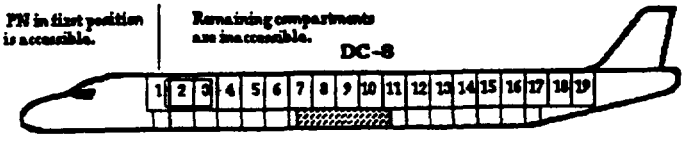
As required by federal regulations, do not load more than 150 pounds (75 kg) net weight of non-flammable gases when placed on a PN in an inaccessible positon in the main cargo compartment of the aircraft. However, any quantity may be carried in either an accessible compartment or in a freight container.

Radioactive Materials

See *Radioactive Materials*, EB701-5.

Life Rafts and Evacuation Slides

DO NOT load more than one self-inflating life raft, aircraft survival kit or aircraft evacuation slide in an inaccessible compartment. There is no limit to the number of these items that may be loaded on an open pallet in an accessible position aboard an aircraft. For example, see the illustrated 727 9-position aircraft on page 3:



Belly compartments are inaccessible.

Danger Label Material

Except as noted in the Exception Table below, all packages labeled with the CARGO AIRCRAFT ONLY label must be loaded in the *first position* in the aircraft in such a way that will allow the flight crew to see and handle the package during flight, if necessary.

Therefore, a package bearing a DANGER label must never be loaded in the belly compartment, or into a ULD, except for those listed in the Exception Table, below.

EXCEPTIONS TABLE

Aircraft Series	DC-8 -63, -70	DC-8 -50, -62
Magnetized Materials	4 - 14	4 - 11
Radioactive Materials	4 - 18	4 - 13
IATA Class 9 CFR ORM-D	4 - 14	4 - 11
Poisons & Infectious Substances (Class 6)	1 - 14	1 - 11

EXCEPTION: Radioactive Material (Class 7);
Poison Material (Class 6.1);
Etiologic or Infectious Substances (Class 6.2);
Flammable Liquids (Class 3, Packing Group III) with a flash point above 73°F, and does not meet the definition of any other hazard class;
Miscellaneous dangerous goods (Class 9);
Other Regulated Materials under 49 CFR (ORM-D-Air);
Magnetized Material.

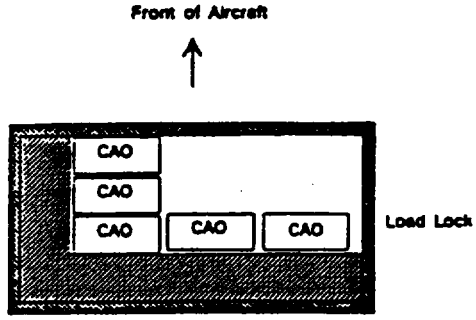
When loading CARGO AIRCRAFT ONLY dangerous goods on a PN, you must position the dangerous goods so that it remains accessible after the PN is placed aboard the aircraft. In other words, place the dangerous goods cargo on the side of the PN that will be facing the front of the aircraft. If the cargo aircraft only dangerous goods can not be totally accommodated in position 1, each PN must be build with an 18" wide aisle to permit access to CARGO AIRCRAFT ONLY material loaded in position 2, 3, etc.

Door-Access Aircraft

On this type of aircraft, access to the first position is limited to the door opening.

Therefore, if carrying more CARGO AIRCRAFT ONLY hazardous goods than is accessible through the door opening, build an 18-inch wide aisle allowing complete access to all CARGO AIRCRAFT ONLY shipments.

Door-Access Aircraft *(cont)*



PN With Aisle To Provide Access (Worst Case)

Equipment Restrictions Loading dangerous goods in certain parts of the aircraft is either forbidden, or authorization is required before doing so. For example:

- **Flight deck.** Do not load dangerous goods on the flight deck (cockpit).
- **Belly compartment.** Do not load dangerous goods in the belly compartments, unless you receive specific written authorization to do so from Environmental Affairs/Dayton Hub.

* * *

Introduction It is critically important that dangerous goods are properly tagged, loaded and secured. Instructions found here are intended to alert you to some of the more common types of cargo that require this special attention.

Tagging Tag any ULD loaded with dangerous goods with a *Dangerous Goods ULD Tag (12098-26).*

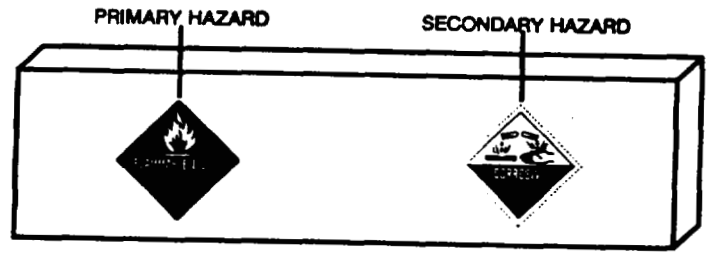
Enter the primary hazard class or division once for each different hazard class/division **loaded** in the ULD. For example:

> If **two packages of corrosives** are loaded in the same ULD, then enter "8" once only on the *ULD Tag*. If, on the other hand, **corrosives and compressed gas** are loaded in the same ULD, then enter "8" and "2" on the *ULD Tag*.

Likewise, if the ULD contains any package(s) with the DANGER label, then show **CARGO AIRCRAFT ONLY** on the *ULD Tag*. Write clearly, and **do not abbreviate.**

Tagging *(cont)*

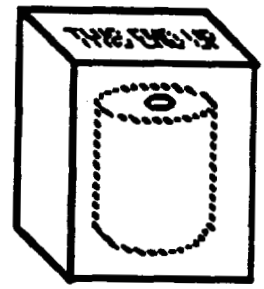
NOTE: Some dangerous goods require more than one hazard class label. However, only the primary hazard label, showing the UN class number, is used when completing the *Dangerous Goods ULD Tag*.



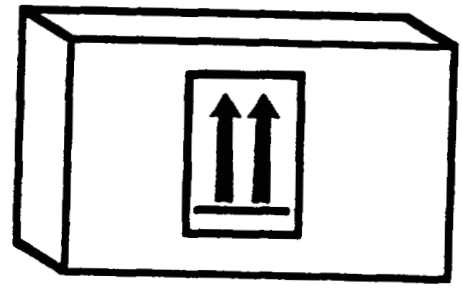
Loading

Proper package orientation is important, and must be observed at all times. Several examples follow:

Inner containers. Some packages of dangerous goods hold inner containers of liquid. Since inner containers are not visible to the cargo handler, these packages (when properly labeled) are labeled THIS END UP or THIS SIDE UP.

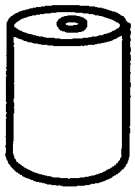


Orientation Labels. Other packages may be labeled with package orientation labels.



Loading *(cont)*

Drums and pails. The closure on drums and pails is normally used to determine proper orientation.



Securing

Load all dangerous goods in an aircraft or ULD in a manner that will prevent movement or a change in the UP position. Secure this cargo by using one or more of the following methods:

- Cargo net
- Blocking and bracing
- Tie downs
- Other freight

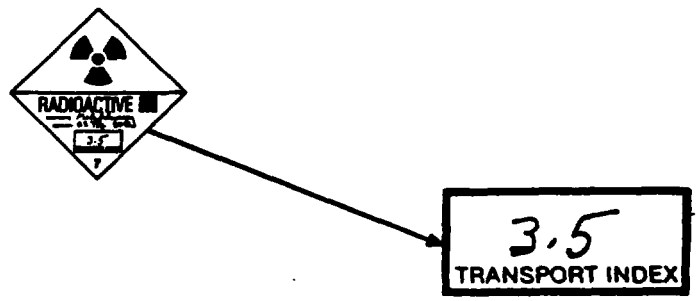
NOTE: Using other freight works particularly well when loading a ULD since three sides of the container can be used to help brace and secure the package.

* * *

Overview

As is the case with all dangerous goods, there are precise requirements when loading radioactive materials. There are three levels of radioactive materials; Radioactive I, Radioactive II and Radioactive III.

No restrictions exist for shipments meeting the "Excepted Packages" requirements or material labeled with the white Radioactive I label as these packages do not have a Transport Index (TI). When loading Radioactive II or Radioactive III, however, pay particular attention to the number(s) shown in the box on the lower half of the label. This number is called the TI (Transport Index). The TI indicates how much radiation is being emitted from the package.



General Rules for Cargo Aircraft Only

Listed below are a number of general rules to follow when loading Radioactive II or III shipments.

- On all packages required to be labeled Radioactive Yellow II, the Transport Index cannot exceed 1.0 per package.
- On all packages required to be labeled Radioactive Yellow III, the Transport Index cannot exceed 10.0 per package.
- Load radioactive shipments toward the aft (rear) of the aircraft.
- Do not load radioactive packages in a ULD to exceed a total TI of 50.
- Do not load a total TI for all packages aboard an aircraft to exceed 200.
- Ensure there is a distance between radioactive materials and persons or animals of at least 30 feet.
- If a ULD containing a TI of 50 is loaded, any additional ULDs containing radioactive material must be separated by a distance of 20 feet.

Effective April 8, 1998

LEKTRIEVER 102 WEIGHT SPECIFICATIONS

CATALOG NUMBER	DESCRIPTION	NO OF CAR	WGT PER BASIC UNIT	WGT PER CAR	WGT* CAR INT	TOTAL UNIT WGT	FILING INCHES	MEDIA** WGT PER F.I.	TOTAL MEDIA PER 100% LOAD	TOTAL WGT UNIT & MEDIA	TOTAL UNIT SHIP WGT
LATERAL											
7560000D	Letter Lateral	14	1585	49	5	2341	1234	2.32	2863	5204	2855
7560010D	Letter Lateral	16	1640	49	5	2504	1410	2.32	3271	5775	3080
7560020D	Letter Lateral	18	1705	49	5	2677	1586	2.32	3680	6357	3310
7560780D	Letter Lateral	22	1825	49	5	3013	1938	2.32	4496	7509	3490
7560030D	Legal Lateral	14	1585	49	4	2327	1234	2.95	3640	5967	2939
7560040D	Legal Lateral	16	1640	49	4	2488	1410	2.95	4160	6648	3176
7560050D	Legal Lateral	18	1705	49	4	2659	1586	2.95	4679	7338	3418
7560790D	Legal Lateral	22	1825	49	4	2991	1938	2.95	5717	8708	3650
7560660D	Binder Letter	10	1545	54	5	2135	881	2.32	2044	4179	2655
7560670D	Binder Letter	12	1600	54	5	2308	1057	2.32	2452	4760	2810
7560680D	Binder Letter	14	1660	54	5	2486	1234	2.32	2863	5349	3095
7561030D	Binder Letter	18	1775	54	5	2837	1586	2.32	3680	6517	3535
7560690D	Binder Legal	10	1545	54	4	2125	881	2.95	2599	4724	2715
7560700D	Binder Legal	12	1600	54	4	2296	1057	2.95	3118	5414	2882
7560710D	Binder Legal	14	1660	54	4	2472	1234	2.95	3640	6112	3179
7561040D	Binder Legal	18	1775	54	4	2819	1586	2.95	4679	7498	3643
VERTICAL											
7560090D	Letter Tray	14	1585	54	20	2621	1400	2.32	3248	5869	3579
7560100D	Letter Tray	16	1640	54	20	2824	1600	2.32	3712	6536	3928
7560110D	Letter Tray	18	1705	54	20	3037	1800	2.32	4176	7213	4264
7560810D	Letter Tray	22	1825	54	20	3453	2200	2.32	5104	8557	4949
7560120D	Legal Tray	14	1585	57	16	2607	1001	2.95	2953	5560	3632
7560130D	Legal Tray	16	1640	57	16	2808	1144	2.95	3375	6183	3968
7560140D	Legal Tray	18	1705	57	16	3019	1287	2.95	3797	6816	4309
7560820D	Legal Tray	22	1825	57	16	3431	1573	2.95	4640	8071	4986
7560150D	8 x 8 Tray	14	1585	59	27	2789	2036	1.92	3909	6698	3723
	8 x 9 Tray							2.16	4398	7187	
7560160D	8 x 8 Tray	16	1640	59	27	3016	2326	1.92	4466	7482	4072
	8 x 9 Tray							2.16	5024	8040	
7560170D	8 x 8 Tray	18	1705	59	27	3253	2617	1.92	5025	8278	4426
	8 x 9 Tray							2.16	5653	8906	
7560830D	8 x 8 Tray	22	1825	59	27	3717	3199	1.92	6142	9859	5129
	8 x 9 Tray							2.16	6910	10627	
7560180D	Letter Hanging Tray	14	1585	56	51	3083	1199	2.32	2782	5865	3835
7560190D	Letter Hanging Tray	16	1640	56	51	3352	1370	2.32	3178	6530	4200
7560200D	Letter Hanging Tray	18	1705	56	51	3631	1542	2.32	3577	7208	4570
7560840D	Letter Hanging Tray	22	1825	56	51	4179	1885	2.32	4373	8552	5305
7560210D	Legal Hanging Tray	14	1585	55	47	3013	999	2.95	2947	5960	3919
7560220D	Legal Hanging Tray	16	1640	55	47	3272	1142	2.95	3369	6641	4296
7560230D	Legal Hanging Tray	18	1705	55	47	3541	1285	2.95	3791	7332	4678
7560850D	Legal Hanging Tray	22	1825	55	47	4069	1571	2.95	4632	8701	5437
7560240D	5 x 3 Tray	14	1585	62	46	3097	6513	.45	2931	6028	4171
7560250D	5 x 3 Tray	16	1640	62	46	3368	7443	.45	3349	6717	4584
7560260D	5 x 3 Tray	18	1705	62	46	3649	8374	.45	3768	7417	4872
7560860D	5 x 3 Tray	22	1825	62	46	4203	10234	.45	4605	8808	5573
7560270D	6 x 4 Tray	14	1585	75	48	3307	5699	.72	4103	7410	4087
7560280D	6 x 4 Tray	16	1640	75	48	3608	6514	.72	4690	8298	4488
7560290D	6 x 4 Tray	18	1705	75	48	3919	7328	.72	5276	9195	4894
7560870D	6 x 4 Tray	22	1825	75	48	4531	8956	.72	6549	11080	5701
7560300D	Tab Tray or Video Tape	14	1585	78	40	3237	4479	.71	3180	6417	4017
7560310D	Tab Tray or Video Tape	16	1640	78	40	3528	5118	.71	3634	7162	4408
7560320D	Tab Tray or Video Tape	18	1705	78	40	3829	5758	.71	4088	7917	4804
7560880D	Tab Tray or Video Tape	22	1825	78	40	4421	7038	.71	4997	9418	5591
7560330D	Check w/rod	14	1585	79	40	3251	3664 †	.80	2977	6228	4185
7560340D	Check w/rod	16	1640	79	40	3544	4187 †	.80	3402	6946	4600
7560350D	Check w/rod	18	1705	79	40	3847	4711 †	.80	3769	7616	5020
7560890D	Check w/rod	22	1825	79	40	4443	5757 †	.80	4678	9121	5855

*WEIGHT OF EMPTY TRAYS, FILLERS, DIVIDERS,ETC.

†† NUMBER DISKS

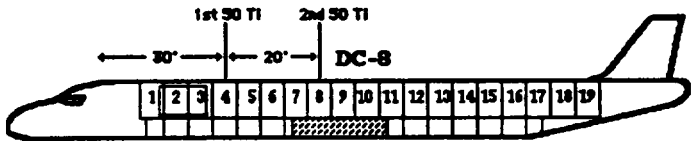
** REPRESENTATIVE WEIGHT (user's media should be weighed)

116" Wide unit Total Wgt. 6704 lbs. fully loaded

102" Wide unit Total Wgt. 5869 lbs. fully loaded

Footprint 48" x 102" or 48" x 116"

General Rules for Cargo Aircraft Only *(cont)*



Requirements for TI of 50 or Less

When the total TI aboard the aircraft is 50 or less, the minimum requirements are even less than the basic 30 foot rule. However, you must load radioactive shipments in accordance with the requirements listed in Exceptions Table.

EXCEPTION: Use the Minimum Separation Table on page 3 when the following occurs:

- Animals are carried in the main cargo compartment.
- Animals, such as mice or rats, are carried in the belly compartment.

Minimum Separation Table

There are specific separation distances required between radioactive goods having a TI of 50 or less and people or animals. Follow the basic instructions below to read the table.

- Determine the total TI for all packages.
- Go down the left column of the table until you find the matching TI range.
- After finding matching range, read across the table to find the minimum distance requirement (from animals or people).

Minimum Separation Table *(cont)*

Separation of Radioactive Material — Passenger Aircraft (9.3.12)

Total Sum of Transport Indices	Minimum Distance	
	metres	ft. in.
0.1 to 1.0	0.30	1'0"
1.1 to 2.0	0.50	1'8"
2.1 to 3.0	0.70	2'4"
3.1 to 4.0	0.85	2'10"
4.1 to 5.0	1.00	3'4"
5.1 to 6.0	1.15	3'10"
6.1 to 7.0	1.30	4'4"
7.1 to 8.0	1.45	4'9"
8.1 to 9.0	1.55	5'1"
9.1 to 10.0	1.65	5'5"
10.1 to 11.0	1.75	5'9"
11.1 to 12.0	1.85	6'1"
12.1 to 13.0	1.95	6'5"
13.1 to 14.0	2.05	6'9"
14.1 to 15.0	2.15	7'1"
15.1 to 16.0	2.25	7'5"
16.1 to 17.0	2.35	7'9"
17.1 to 18.0	2.45	8'1"
18.1 to 20.0	2.60	8'6"
20.1 to 25.0	2.90	9'6"
25.1 to 30.0	3.20	10'6"
30.1 to 35.0	3.50	11'6"
35.1 to 40.0	3.75	12'4"
40.1 to 45.0	4.00	13'1"
45.1 to 50.0	4.25	13'11"

NOTE: Separation distance in a belly compartment is measured from the floor above the belly compartment to the outside surface of the ULD containing the radioactive material. Each ULD provides a distance of 7.33 feet.

Undeveloped Film

If Radioactive II or III Materials are carried on the same aircraft with undeveloped film, calculate the total TI of the radioactive goods and follow the instructions provided in the table below.

Undeveloped Film *(cont)*

Minimum Separation Distance From Undeveloped Film For Various Flight Times (Meters/Feet)

Total TI	Under 2		2-4 Hrs		4-8 Hrs		8-12 Hrs		12-24 Hrs	
	m.	ft.	m.	ft.	m.	ft..	m.	ft.	m.	ft.
0.1 to 1.0	0.4	1'4"	0.6	2'0"	0.9	3'0"	1.1	3'8"	1.5	5'0"
1.1 to 2.0	0.6	2'0"	0.8	2'8"	1.2	4'0"	1.5	5'0"	2.2	7'2"
2.1 to 3.0	0.7	2'4"	1.0	3'4"	1.5	5'0"	1.8	5'10"	2.6	8'6"
3.1 to 4.0	0.8	2'8"	1.2	4'0"	1.7	5'8"	2.2	7'2"	3.1	10'2"
4.1 to 5.0	0.8	2'8"	1.3	4'4"	1.9	6'2"	2.4	7'10"	3.4	11'2"
5.1 to 10.0	1.4	4'8"	2.0	6'6"	2.8	9'2"	3.5	11'6"	4.9	16'0"
10.1 to 20.0	2.0	6'6"	2.8	9'2"	4.0	13'2"	4.9	16'0"	6.9	22'8"
20.1 to 30.0	2.4	7'10"	3.5	11'6"	4.9	16'0"	6.0	19'8"	8.6	28'2"
30.1 to 40.0	2.9	9'6"	4.0	13'2"	5.7	18'8"	6.9	22'8"	10.0	32'10"
40.1 to 50.0	3.2	10'6"	4.5	14'10"	6.3	20'8"	7.9	25'10"	11.0	36'0"

Passenger Carrying Aircraft Quantity Restrictions

Other than excepted radioactive materials, radioactive materials may not be offered for transportation aboard a passenger aircraft unless the radioactive materials are intended for use in, or incident to, research or medical diagnosis or treatment. This information must be noted on the *Shipper's Declaration.*

No person may offer a package acceptable for transport aboard a passenger aircraft with a transport index (TI) greater than 3.0 nor and overpack with a transport index greater than 3.0. (Ref: IATA USG-10 and 49 CFR 175.700).

Inspection for Contamination by Radioactive Materials

If it is evident that a package of radioactive material is damaged or leaking, or if it is suspected that the package may have leaked or been damaged, access to the package must be restricted and a qualified person must, as soon as possible, assess the extent of contamination and the resultant radiation level of the package. The scope of the survey must also include the aircraft, aircraft equipment and all other material which has been carried on the aircraft. When necessary, additional steps for the protection of human health, in accordance with provisions established by the relevant competent authority, must be taken to overcome and minimize the consequences of such leakage or damage.

NOTE: The appropriate national authority should be notified so as to ensure that the adjacent loading and unloading areas are also assessed for contamination. (See EB1101-3, page 2)

Packages leaking radioactive contents in excess of allowable limits for normal conditions of transport may be removed only under supervision and must not be forwarded until repaired or reconditioned and decontaminated.

Aircraft or aircraft equipment used routinely for the carriage of radioactive materials must be periodically checked to determine the level of contamination. The frequency of such checks must be related to the likelihood of contamination and the extent to which radioactive materials are carried.

Inspection for Contamination by Radioactive Materials *(cont)*

An aircraft in which radioactive material has leaked or any aircraft or aircraft equipment which has been contaminated in such a way that the non-fixed contamination is more than the limits specified in Table 9.4.A or the fixed contamination on any accessible surface shows a radiation level higher than 5 uSv/h (0.5 mrem/h), must be taken out of service immediately and not returned to service until the non-fixed contamination is equal to or less than the limits in Table 9.4.A and the radiation level resulting from the fixed contamination is 5 uSv/h (0.5 mrem/h).

Table 9.4.A

Applicable Limits of non-fixed radioactive contamination of an aircraft or aircraft equipment

Contaminant	Applicable limit (see Note)	
	Bq/cm²	nCi/cm²
Beta and gamma emitters and low toxicity alpha emitters	0.4	(0.01)
All other alpha emitters	0.04	(0.001)

NOTE: the above limits are applicable when averaged over any area of 300 cm² of any part of the surrface.

* * *

Inspecting ULDs

After dangerous goods are unloaded from an aircraft, we are required to perform the following inspection for evidence of leaks or contamination.

- In and around the area in which the ULD containing dangerous goods was located.
- During breakdown, inspect each package or overpack.
- Inside the ULD in which the dangerous goods were loaded.

Bulkloader

If the dangerous goods was loaded inbound in a bulkloader, then you must

- Check the area where the package was located during transit.
- Check each package for evidence of damage or leakage.

Handling Problems

Instruct cargo handlers that if any evidence of leakage or contamination is discovered during unloading and inspection, they must contact their immediate supervisor.

If a package containing dangerous goods is found to be leaking, it shall be off-loaded and excluded from onward transportation. Packages of the same shipment shall be inspected for similar defects and off-loaded if necessary. All other packages which have been stained or affected by the damaged package(s) shall also be off-loaded.

If damage or spillage of a package containing dangerous goods is noticed on board of an aircraft or during loading/unloading, immediate action must be taken in accordance with the Dangerous Goods Emergency Action Procedures.

When shipments containing infectious substances (RIS) are found leaking or damaged, the following procedures shall be followed:

- Handling of the package(s) concerned must be avoided or kept to a minimum. Adjacent packages must be inspected for contamination and any that may have been contaminated must be put aside;
- The appropriate Public Health Authority or veterinary authority shall be notified immediately; (See EB1001)
- All persons who have been involved in loading or unloading activities must be informed immediately because of danger concerning health. The station manager and cargo departments of all line stations involved with the shipment shall be informed by teletype message accordingly;
- The consignor and consignee must be informed.

In case of damage to shipments containing radioactive material, personnel shall stay a minimum of 25 m (75 ft) away from the package in order to avoid exposure to radiation or contamination. The competent authority shall be notified.

* * *

Introduction

Dry ice is defined as Class 9, (Miscellaneous Dangerous Goods) by the Department of Transportation. When transported, a *Shipper's Declaration*, or Waybill, and a *Notification of Loading Dangerous Goods* must accompany the shipment.

Allowed Weights

The maximum total quantity of dry ice that may normally be carried in any Model EWA DC-8 is 5,500 pounds. This maximum is further restricted by the following compartment limitations: (all models/all cargo operations)

Main deck	5,500 lbs.
Forward belly *	300 lbs.
Aft belly *	1,500 lbs.

* If either (or both) belly compartments are loaded (with other cargo) to within 80% or more of the compartment (volume) capacity, no dry ice may be carried in the affected compartments.

The above quantities are highly conservative and represent approximatley 50% of the main deck and 10% of the belly ultimate capacities. The listed quantities are conservatively based on only two cabin turbo compressors operating or one air conditioning pack at maximum flow (depending on installation). Listed quantities meet the recommendations of advisory circular 103-4 and are based on an extract of DAC, report number 66729.

Handling Exceptions

The maximum values listed above may be exceeded on an individual flight basis only as follows:

- Flight Control, Traffic or the Charter Department must request exceptions from the Director of Operations. (Exceptions may only be granted by the Director of Operations, Chief Pilot or Operations Technical Engineer.)
- The following criteria must be known (and/or calculated) prior to granting any exceptions:
  - Status of all air conditioning components (including recent log book history) for the specific aircraft flying the trip.
  - Number and location of any animals to be carried.
  - Amount of forward and aft belly compartment volume to be loaded with (displaced by) cargo.
  - Flight duration (for each leg or legs).
  - Total number of cockpit and jumpseat occupants.

Any decision to grant exceptions to the listed quantities must be based on Emery Worldwide Airlines Report EWA 49-1845-8 *Transportation of Dry Ice on Emery Worldwide Airlines Operated DC8 Aircraft.*

Loading Dry Ice

Follow the guidelines set forth below when loading dry ice.

Loading Dry Ice *(cont)*

- If possible, load dry ice on the main deck aft of the wings; this is the preferred locations.
- Do not load packages containing dry ice together with live animal containers in belly compartments. Live animals and dry ice may be loaded on the main cargo deck only under the following conditions:
  - Load animal containers at least 12 inches above the floor of the ULD.
  - Load animals on the main deck in the forward section of the aircraft; load dry ice as far aft as possible in the aircraft.
  - Separate animals and dry ice by a minimum of four pallet positions.

  NOTE: If 1,000 lbs. or more of dry ice is loaded on the main cargo deck, DO NOT load live animals.

Operating Precautions

To prevent CO_2 build up, leave the main cargo door and rear entry doors open during loading until ready to start engines. Weather permitting, leave cockpit windows opened as well. Follow the same procedure at each en route stop, and at the destination terminal.

When possible park the aircraft into a quartering head wind from the left side. This will facilitate the flow of air aft through the aircraft. Regardless of the dry ice loction, CO_2 tends to settle towards the main deck floor and into the belly compartments. Take precautions to alert ground personnel to adequately ventilate the lower cargo compartments before entering.

Taxiing. During taxiing (in or out), if total dry ice load exceeds 1,000 pounds, assure that one air conditioning pack or two cabin turbo compressors are operating and the outflow valve is fully open. If weather permits, keep the cockpit sliding windows open.

Inflight. Both packs (or four cabin turbo compressors) must be operational for dispatch when carrying dry ice. Maintain high airflow in flight by using one air conditioning pack operated at max flow (two are recommended), or four cabin turbo compressors.

If the airplane becomes unpressurized and the total dry ice load exceeds 500 lbs., one pilot at the controls shall wear an oxygen mask (regulator 100%) until pressurization is restored or aircraft is landed.

Before landing. Before landing, if more than 300 pounds (total) of dry ice is carried in the belly compartments and only one air conditioning pack or two cabin turbo compressors are operating, the crew should use oxygen (regulator 100%) for a period of three minutes, about 20 minutes prior to landing.

Operating Precautions *(cont)*

WARNING: Dry ice is solidified CO_2. In the process of sublimation, it becomes gaseous. High concentration of CO_2 can be toxic; it may produce eye and respiratory irritation, muscular weakness and lack of coordination. High concentration may prove fatal in a short time. Use oxygen immediately if any of these symptoms are evident.

* * *

Purpose and Scope

The purpose of the procedure is to provide specific guidelines for loading dangerous goods on EWA DC-10 aircraft.

NOTE: The specific requirements listed for this aircraft in this section override any general requirements listed in EB701-1 through EB701-5.

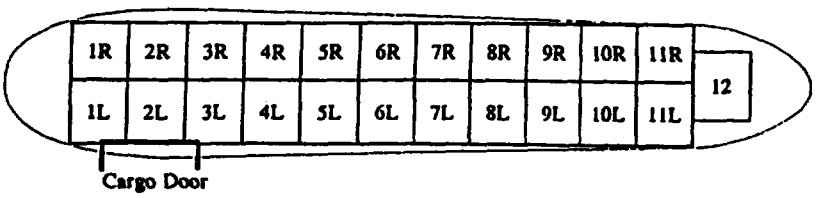
Responsibility

Responsibilities are detailed within this procedure.

Emery DC-10 Aircraft

The 23 position configuration is numbered as shown below.

Front **Rear**



Cargo Aircraft Only

Position 1L will be used to hold Cargo Aircraft Only material that must be loaded in an accessible position.

If additional positions are necessary, then load the Cargo Aircraft Only material in positions immediately behind 1L (2L, 3L, 4L, etc.). Access must be provided by building an 18 inch aisle way on the outside edge of the pallet.

Magnetized Material Magnetized material should be loaded in a position aft of the cargo door. That is, position 3R and 3L and aft.

Radioactive Material Radioactive Material must be loaded in a position aft of the cargo door. By loading radioactive material aft of the cargo door, the minimum 30 ft. separation distance from the crew will be maintained.

NOTE: See EB701-5 for specific loading requirements. Maximum of 200 TI for the entire aircraft.

Dry Ice No more than 440 lb./200 kg. (net weight) of Dry Ice may be loaded on the entire main deck without authorization. Carrier approval is required whenever greater amounts are required. Call EWA Dispatch at (800) 253-1959 at least 2 hours prior to departure to obtain prior approval.

Toxic Substances Class 6.1 Toxic Substances should be loaded in 1L and must be separated by a minimum of one (1) pallet position in all directions from any foodstuffs or live animals.

EWA

SAFETY MANUAL

Initial Report of Mishap, Damage, or Unusual Event (6/97)

Purpose

The *Initial Report of Mishap, Damage, or Unusual Event (AIR-1013)* form is used to provide initial notification and documentation of mishaps and safety-related events for both ground and flight activities system-wide.

If possible, witnesses, observers, or anyone involved in the mishap or event, complete an initial report. The location manager/supervisor is ultimately responsible for submitting the initial mishap/event report. In case an aircraft-involved mishap/event occurs at a location where no EWA personnel (or contractor personnel, as applicable) are stationed, the pilot-in-command is responsible for completing and submitting the report.

> **NOTE:** The reporting process is applicable to all EWA operations, Dayton Hub, and contractor ground and flight activities supporting EWA/EWW/Eagle Hub flight operations system-wide, world-wide.

Reporting

Events reported to EWA Maintenance Control, EWA Flight Dispatch or Dayton Hub Traffic Control is documented on the initial reporting form and passed to Operation Control. Operation Control telephone numbers are: (800) 338-3471, (937) 264-6330, Fax (937) 264-6083.

USPS events are reported to Eagle Hub at (800) 248-2336, (317) 487-4400, Fax (800) 448-7861.

- After a mishap or unusual event occurs, telephone/fax the initial notification to Operation Control or Eagle Hub (as appropriate) within one hour (or as soon as possible) thereafter. Operation Control and Eagle Hub notifies appropriate management personnel and sends EMCON reports as required by the event. The initial reporting process is consolidated at Operation Control or Eagle Hub so that applicable EWA staff functions are promptly notified to take appropriate response actions.

  > **NOTE:** Immediately notify the Chief Operating Officer, Director of Operations and Director of Airline Safety of major aircraft mishaps, substantial aircraft/equipment/facility damages, serious injury or fatality, or events that may receive news coverage.

- After the initial notifications have been made, the supervisor responsible for the work area or work activity conducts an investigation and documents the findings on the appropriate reporting form.

A completed example of the *Initial Report of Mishap, Damage, or Unusual Event (AIR-1013)* form is illustrated on page 4; a blank form is illustrated on page 5. Additional copies for the form are kept at each EWA operating location, in the aircraft forms kit, and at the Airline Safety Office.

Uses

Use the form to initially document mishaps and events such as:

1. Damages to EWA, EWW, or contractor aircraft, equipment, vehicles and property occurring in the Emery flight operations system.

2. Events requiring NTSB reporting under Part 830 (listed later in the NTSB . . . Notification).

Uses *(cont)*

NOTE: This reporting requirement does not alter NTSB or FAA regulatory requirements for aircraft mishaps and incidents.

See Chapter 11 and the *General Operations Manual* for further details regarding NTSB and FAA reporting requirements and the *Emergency Procedures Manual* regarding aircraft mishap notifications.

3. Aircraft systems or equipment failures causing damages beyond the component's basic mechanical failure.
4. Inflight emergencies, inflight engine shutdowns, and "emergency" aircraft diversions.
5. Aborted/rejected takeoffs.
6. Aircraft fire warnings, fires, or fire/heat damages.
7. Loss of aircraft hydraulic systems or flight control system failures.
8. Foreign Object Damages (FOD) to aircraft or engines.
9. Lightning and bird/animal strikes on aircraft.
10. Structural failure of aircraft engines.
11. Loss of any external part from the aircraft (dropped object).
12. Inflight door warning and/or loss of aircraft pressurization.
13. Runway, taxiway or parking ramp excursions.
14. Unplanned go-around due to runway incursions by vehicles or other aircraft.
15. Aircraft encountering severe turbulence, hard landing or overstress events.
16. Landing on wrong runway or at wrong airport.
17. Bomb threats and air piracy incidents.
18. Fire, explosion, smoke, toxic fumes, and other events requiring response by emergency personnel (fire, paramedics, spill response, police, etc.).
19. HazMat/dangerous goods or fuel spills occurring within fifty feet of aircraft.
20. Weather-related injuries or damages to aircraft, vehicle, equipment, or property.
21. Fatality or serious personnel injury requiring hospitalization of any person supporting EWA/EWW/Eagle Hub (USPS) flight operations.

Initial Report of Mishap, Damage, or Unusual Event (6/97)

Uses *(cont)*

22. Inflight injuries, illnesses, or medical emergencies involving crewmembers or passengers.

23. A crewmember is unable to perform his or her assigned duties due to injury or illness after reporting to work.

24. Emergency aircraft evacuations or use of aircraft emergency equipment.

25. Any event having potential for significant damages or serious injuries.

Copies

Fax/give copies of the initial report to Operation Control or Eagle Hub who then distributes a copy to each of the persons/offices listed on the bottom of the initial report form.

Initial Report of Mishap, Damage, Or Unusual Event

INITIAL REPORT OF MISHAP, DAMAGES, OR UNUSUAL EVENT
AIR-1013 (3/97) Litho U.S.A.

EWA WORLDWIDE AIRLINES

Telephone or fax to Operations Control within one hour after a mishap, unusual event or serious injury or fatality.
Phones: (800) 535-5471 (307) 264-6330 Fax: (307) 264-6063
Report USPS events to Eagle Hub Phones: (800) 345-3330 (317) 487-4400 Fax: (800) 448-7881

Note: Instructions for completing this form may be found in the EWA Safety Manual, Chapter 6. In addition, immediately notify the Chief Operating Officer, Director of Operations and Director of Airline Safety of major aircraft mishaps, substantial aircraft/equipment/facility damages, serious injury or fatality, or events that may receive news coverage.

Event date: March 31, 1997 Time: 0240Z Event number: 97091-02

Event location: TEXARKANA, TX (TXA) ☐ Inflight/Enroute SIC 714

Person reporting event: Jim Bob Ray Phone: (319) 987-6443

Person completing report form: Jim B Ray Phone: (319) 987-6443

Event type: (Check all applicable items.)

- ☐ No damage event
- ☒ EWA aircraft mishap/damage
- ☐ Aborted takeoff
- ☐ Air turnback
- ☐ Block turnback
- ☐ Engine shutdown
- ☐ Foreign object damage (FOD) or bird strike
- ☐ Motor vehicle damage
- ☒ Freight or freight container damage
- ☐ Potential mishap or "close call"
- ☐ Contractor aircraft mishap/damage
- ☒ FAA reportable event (MI/MRR)
- ☐ Weather related damages
- ☐ Fuel/hazmat spill or incident
- ☒ Ground support equipment damage
- ☐ Freight handling equipment damage
- ☒ Serious personal injury/fatality
- ☐ Other

Event description: During freight unload, driver lost control of forklift on ramp. Forklift struck #1 & #2 engine cowlings and wing leading edge. Forklift, ULD & some frt also damaged. Driver injured & in hospital w/back injuries. Flight cancelled

Aircraft number: N977612 Flight number: EB# 792

Describe damaged equipment, property, and/or freight: Forklift # 923, ULD # AA769054, 4 boxes of IX computer parts damaged.

If contractor's aircraft, equipment, personnel, or services are involved:
Name: Aircraft Services Phone: (319) 987-6543

Name of representative notified: Jim B Ray Date and Time: 3/31/97 0240Z

Personnel involved: ☐ EWA ☐ Hub/EWW ☒ Contractor ☐ Vendor/Visitor ☐ Unknown
☐ Aircrew ☐ Mechanics ☒ Freight Handlers ☐ Fueler/Ground Service

Damage repairs made? ☐ N/A ☒ Yes ☐ No If yes: ☒ Temporary ☒ Permanent

Did emergency services (fire, spill response, police, etc.) respond? ☒ Yes ☐ No

Are FAA, NTSB, or OSHA initial notifications required? ☒ Yes ☐ No (See reverse)

Freight movement effect: ☐ N/A ☐ None ☒ Delay of 9+30 Hours ☒ Freight missed sort
☒ Another aircraft/truck picked up freight ☒ Freight shipped to another location for pickup

Operations Control Actions:

Controller completing initial notifications: G. Washington

EMCON report sent? ☒ Yes ☐ No ☐ Not Required

Copy of report to: ☒ Chief Operating Officer ☒ Director of Operations ☒ Director Quality Control
☒ Director Airline Safety ☒ Maintenance Control ☒ Flight Dispatch

Initial Report of Mishap, Damage, or Unusual Event (6/97)

Initial Report of Mishap, Damage, Or Unusual Event *(cont)*

INITIAL REPORT OF MISHAP, DAMAGES, OR UNUSUAL EVENT

AIR-1013 (3/97) Litho U.S.A.

EMERY WORLDWIDE AIRLINES

Telephone or fax to Operations Control within one hour after a mishap, unusual event or serious injury or fatality.
Phones: (800) 336-3471 (937) 384-6399 Fax: (937) 384-6963
Report USPS events to Eagle Hub: Phones: (800) 348-3383 (317) 487-4400 Fax: (800) 448-7881

Note: Instructions for completing this form may be found in the EWA Safety Manual, Chapter 6. In addition, immediately notify the Chief Operating Officer, Director of Operations and Director of Airline Safety of major aircraft mishaps, substantial aircraft/equipment/facility damages, serious injury or fatality, or events that may receive news coverage.

Event date: ____________ Time: ________ Event number: ____________
(Year - Julian Date - ID)

Event location: ____________ ☐ Inflight/Enroute SIC ________

Person reporting event: ____________ Phone: ________

Person completing report form: ____________ Phone: ________

Event type: (Check all applicable items.)

- ☐ No damage event
- ☐ EWA aircraft mishap/damage
- ☐ Aborted takeoff
- ☐ Air turnback
- ☐ Block turnback
- ☐ Engine shutdown
- ☐ Foreign object damage (FOD) or bird strike
- ☐ Motor vehicle damage
- ☐ Freight or freight container damage
- ☐ Potential mishap or "close call"
- ☐ Contractor aircraft mishap/damage
- ☐ FAA reportable event (MI/MRR)
- ☐ Weather related damages
- ☐ Fuel/hazmat spill or incident
- ☐ Ground support equipment damage
- ☐ Freight handling equipment damage
- ☐ Serious personal injury/fatality
- ☐ Other ____________

Event description: ____________

____

____

____

Aircraft number: ____________ Flight number: ____________

Describe damaged equipment, property, and/or freight: ____________

____

If contractor's aircraft, equipment, personnel, or services are involved:

Name: ____________ Phone: ____________

Name of representative notified: ____________ Date and Time: ____________

Personnel involved: ☐ EWA ☐ Hub/EWW ☐ Contractor ☐ Vendor/Visitor ☐ Unknown
☐ Aircrew ☐ Mechanics ☐ Freight Handlers ☐ Fueler/Ground Service

Damage repairs made? ☐ N/A ☐ Yes ☐ No If yes: ☐ Temporary ☐ Permanent

Did emergency services (fire, spill response, police, etc.) respond? ☐ Yes ☐ No

Are FAA, NTSB, or OSHA initial notifications required? ☐ Yes ☐ No (See reverse)

Freight movement effect: ☐ N/A ☐ None ☐ Delay of ________ Hours ☐ Freight missed sort
☐ Another aircraft/truck picked up freight ☐ Freight shipped to another location for pickup

Operations Control Actions:

Controller completing initial notifications: ____________

EMCON report sent? ☐ Yes ☐ No ☐ Not Required

Copy of report to: ☐ Chief Operating Officer ☐ Director of Operations ☐ Director Quality Control
☐ Director Airline Safety ☐ Maintenance Control ☐ Flight Dispatch

Safety Office Immediate Notification

Immediately notify the Airline Safety Office of the following events for aircraft operating in the EWA/EWW system:

1. Serious aircraft and vehicle mishaps.
2. Substantial damages to EWA aircraft, equipment, vehicles, or property.
3. Serious injuries, hospitalization, or fatality of EWA or contractor personnel.
4. Lost or overdue aircraft.
5. Inflight "near-misses" involving EWA aircraft.
6. Runway, taxiway or parking ramp excursions.
7. Foreign object damages to aircraft engines.
8. Large fuel or HazMat spills involving EWA or contractor aircraft.
9. EWA property damage caused by severe weather (tornadoes, high winds, earthquakes, etc.).
10. Fires or explosions involving EWA aircraft, equipment, or property.
11. Any significant safety-related events with potential of media coverage/interest.
12. Events requiring immediate FAA, NTSB, or OSHA reporting.

NTSB Immediate Notification

Immediately notify the NTSB of any aircraft accident or any of the following events:

1. Flight control system malfunction or failure.
2. Inability of any required flight crewmember to perform his or her normal flight duties as a result of injury or illness.
3. Failure of structural components of a turbine engine excluding compressor and turbine blades and vanes.
4. Inflight fire.
5. Aircraft collide in-flight.
6. Damage to property, other than the aircraft, estimated to exceed $25,000 for repair (including materials and labor) or fair market value in the event of total loss, whichever is less.

NTSB Immediate Notification *(cont)*

7. Accident involving large multiengine aircraft:
   a. Inflight failure of electrical systems which requires the sustained use of an emergency bus powered by a backup source such as a battery, auxiliary power unit, or air driven generator to retain flight controls or essential instruments.
   b. Inflight failure of hydraulic systems that results in sustained reliance on the sole remaining hydraulic or mechanical system for movement of flight control surfaces.
   c. Sustained loss of the power or thrust produced by two or more engines.
   d. An evacuation of an aircraft in which an emergency egress system is utilized.
8. An aircraft is overdue and is believed to have been involved in an accident.

NTSB Information Reporting

Provide the following information (if available) in the NTSB notification call:

ALSO NOTIFY AMC@

FOR AMC MISSIONS: 618/256-1705/6

NON-AMC MISSIONS: 618/256-4801 OR 4345

1. Type, nationality, and registration marks of the aircraft.
2. Name of owner and operator of the aircraft.
3. Name of the pilot-in-command.
4. Date and time of the accident.
5. Last point of departure and point of intended landing of the aircraft.
6. Position of the aircraft with reference to some easily defined geographic point.
7. Number of persons aboard, number killed and number of seriously injured.
8. Nature of the accident, the weather and the extent of damage to the aircraft, so far as is known.
9. A description of any explosives, radioactive materials, or other dangerous articles carried onboard.

NTSB telephone numbers and alternate reporting procedures are contained in the EWA *Emergency Procedures Manual.* The Airline Safety Office accomplishes follow-up NTSB reporting.

FAA Immediate Notification

Immediately notify the FAA of any of the following events:

1. An aircraft accident resulting in substantial damages.
2. An aircraft is overdue.
3. A bomb threat involving aircraft or airfield facilities.

FAA Immediate Notification *(cont)*

4. A suspected or actual air piracy.

FAA telephone numbers and alternate reporting procedures are contained in the EWA *Emergency Procedures Manual.*

OSHA Required Notification

Within eight hours notify OSHA of any of the following events:

1. Work-related fatalities.

2. Hospitalization of three or more employees as a result of a work-related incident.

The Airline Safety Office accomplishes OSHA reporting.

* * *

EMERY
WORLDWIDE AIRLINES
A CNF COMPANY

May 11, 2000

Mr. Jim Henderson
National Transportation Safety Board
490 L'Enfant Plaza, S.W.
Washington, D.C. 20594-2000

Dear Mr. Henderson:

This letter is to provide you the Emery Worldwide Airlines Activity Log per your request.

If you have any questions, please call me at [redacted]

attachments

Sincerely,

Thomas M. Wood
Senior Director Quality Control

cc: David Aaron

lc

WORLDWIDE
A CNF COMPANY

SHIFT REPORT - NETWORK CONTROL

1-(937)-264-6330

JD048 / February 20, 2000

CONTROLLERS: Tom Andel (Network Control Manager), Dominic Van Schoyck (Network Control Supervisor) , Brad Goertzen (Network Control Supervisor), Mark L. Miller (Network Control Supervisor)

TAIL#	STA		ETIC
8079U	MHR	AIRCRAFT INCIDENT	TBA

Operational Briefing:

0335z EB017/8079U (RNO/MHR/HDY) has blocked out of MHR.

0400z MC advises that their MHR mechanic saw EB017 crash shortly after take off.

0415z Have confirmation from SAC EWW that EB017 has crashed. Jim Adler/SAC Ops Supervisor & Steve Murphy/SAC Service Center Coordinator are at the sight. They have provided the MHR Emergency Response Team controlling officer with all hazmat and load paperwork regarding EB017.

TBA - TO BE ANNOUNCED
MHR = MATHER
MC = MAINTENANCE CONTROL
SAC = SACRAMENTO
EWW = EMERY WORLD WIDE

NETWORK CONTROL LOG

0355z - NETWORK - POSS NOTIFICATION OF 017 MHR-DAY INCIDENT

0400z - (BUD) EWW MTX (HDQ) CONFIRM INCIDENT - REPORT OF MTX PERSON ON GROUND MHR VISUAL DESCRIPTION OF INCIDENT "FIREBALL" MENTIONED.

EMERGENCY PLAN ACTIVATED - LINDA
BUD.

0404z - JIM OSWALD (CHIEF PILOT) NOTIFIED - BUD
BILL MACEY NOTIFIED

0410z - (LINDA) SUPERVISOR BILL WASHINGTON / SAC TOWER CONFIRMED CRASH EAST OF AIRPORT 1 MILE.

0415z - BILL MACEY CALLS - BUD THEN LINDA.

0435z - JIM OSWALD Present in Flt OPS. RECEIVED BRIEF FROM BUD / LINDA.

0442z STEVEN PHILLIP → SAFETY - Present BRIEF FROM LINDA

0501z BILL MACEY Present Brief by Linda

0504z - COMMAND DELIGATED TO BILL MACEY.

CELL CONTACT (503-807-3726) ↙

0 7z - DAVE MULSON / LINDA CONFERENCE w/ SAC TOWER IN DISPATCH.
RWY 22 EMERGENCY DECLARED

EWW017 A/C 8079U

Crew-Cpt. Stables
Land Hicks
JIS-

0355z Tom Andel Sys-C advised per Ann Emery Supervisor MHR the EWW017 went down.

Bill Macey called

Bud called Jim Oswald & Ted Graves

0400z Called (SMF) Twr - Approch/Dpt. Cntrl at McCollum, Spoke with Supervisor Bill Washington and he confirmed their was an impact last of Airport. Bill Washington's # [redacted]

Apprx time given by Bill Washington at SMF was 15 min ago

0430z Per Dominic Sys-C Dave Malson Notified.
Steve took info so far. Steve works for Dave Malson in Safety

0507z Bill Washington from SMF called Spoke with Dave Malson and gave him investigator.

0535z - Called NTSB
Western Bruce Nelson
already on it. He advised about
0347z Called for release left
within 45 sec. Climbed to 600ft
then 800ft and reported he was
Comming back do to a C.G. prob.
then he went to 400ft into
a junk yard. and then impact
for Western

Activity Phone Log

Date:	Time:	Person:	Company:	Call description:
17-Feb	0433	Susan Donavan	EWA	Called to say that Chris Reese spoke with George Lands family. The Land family is going out to the site. ETA is unknown. Susan wants this information passed along to Dave.
17-Feb	0435	Steve Phillips	EWA	Paged Dave - No response
17-Feb	0450	Julie Spinner	EWA	Paged Dave - No response
17-Feb	0507	Julie Spinner	EWA	Sent a page/email to Dave regarding '0433 phone call from Susan Donavan
17-Feb	0511	Nancy Colvert Director of P.R.	CNF	Requesting information regarding our safety record for the last 50 years (fatality free?). She wants to confirm or deny rumors about something that happened in TN about 15 years ago. She was referred to the 1-800 H.R. number. Her call back number is [redacted]
17-Feb	0523	Susan Donavan	EWA	Called to say Nancy Colvert is legit.
17-Feb	0525	Julie Spinner	EWA	Called Nancy Colvert to let her know I was passing the message along to Dave and Darla. Nancy indicates that they are having a press conference at dawn any informtion would be helpful.
17-Feb	0527	Julie Spinner	EWA	Sent a page/email to Dave and Darla regarding the Nancy Colvert situation. I also left a voice mail message on Dave's cell phone.
17-Feb	0540	Julie Spinner	EWA	Emailed Susan to let her know I've paged Dave/Darla regarding the family visiting the site and about Nancy Colvert.
17-Feb	0915	Sheila Glynn	EWA	Sheila called in for info. She is reachable on her cell phone [redacted]
17-Feb	0925	Keith Williams	CNF	Wanted to know who piloted the airplane - Emery or Ryan. Wanted to also know who was responsible for loading and weights - EWW, EWA, or other? Keithes call back number is [redacted]
17-Feb	0930	Steve Phillips	EWA	Steve called Keith Williams back and relayed that they were Emery pilots and their names, and also relayed Miami Aircraft Support was responsible for load planning.
17-Feb	0944	Ken Hector	CNF	Called to find out all the personal information on the pilots involved. Tried Sandy Binds but her line was busy. Steve Phillips provided social security numbers, and employee numbers to Kent. Kent will obtain payroll information and call us back to give us address information.

Activity Phone Log

Date:	Time:	Person:	Company:	Call description:
17-Feb	0951	Tony Arunas	United States Aviation Under	Called and wanted to know if there was a dead head crew on board. Tonys organizationin on the way to Sacremento. His call back number is [redacted] [redacted] or Russ Mirable [redacted]
17-Feb	0955	Julie Spinner	EWA	Sent message via email/page to Dave and Darla regarding Tony Arunas
17-Feb	0959	Julie Spinner	EWA	Called Tony to let him know that have sent pages to Dave and Darla for info.
17-Feb	1119	Ken Hector	CNF	Called wanted to know if fatalities had been called into individual states and travelers, OSHA
17-Feb	1136	Joan Danner	EWA Safety	Notified OSHA Rep. Greg Popff Toledo Ofc. 419-259-7542, advised plane crashed near Sacramento, 3 fatalities, no other info released.
17-Feb	1143	Joan Danner	EWA Safety	Called Kent Hector CNF-503-450-2508, spoke with secretary Debbie, left messaging stating Joan was notifying Insurance-OSHA-and States.
17-Feb	1204	Joan Danner	EWA Safety	Called Tereza Anderson CA Workers' Comp Ofc. 916-263-2741, referred to OSHA CA 415-703-5210
17-Feb	1218	Joan Danner	EWA Safety	Called OSHA CA Dist Ofc Richard Fazlowzahi 415-703-5210, referred to Sacramento Ofc.916-263-2800
17-Feb	1226	Joan Danner	EWA Safety	Called OSHA CA Sacramento Ofc. Roya Saber 916-263-2800, advised 3 fatalities, one CA resident, no other info released. Need to call back update on names.
17-Feb	1249	Joan Danner	EWA Safety	Called Dept Labor NY Diana Cortez 212-466-2481, advised 3 fatalities, one NY resident, occurred in CA, no other info released. Need to call back update on names.
17-Feb	1255	Ken Hector	CNF	Called Ken reported fatalities to WC Phone In, claims #'s are as follows: Hicks DWK6176 out of NV; Stables B7V2231 out of NY; Land B6Y8849 out of CA.
17-Feb	1424	Joan Danner	EWA Safety	Called OSHA NV Steve Coffield 702-486-9020
17-Feb	1000	Paul Maksym	EWA Safety	Called requesting info on COMAT list of chemicals and MSDS to be faxed

Activity Phone Log

Date:	Time:	Person:	Company:	Call description:
17-Feb	10:18	John Butler	EWW	Came in advised that Bob Johnson Environmental Affairs is enroute to CA Bob Jones EWA Safety informed John Butler of the requested info. On the COMAT list for any dangerous goods on the aircraft and the MSDS. John Butler advised that if there was cargo on board not classified as dangerous goods that there would not be paperwork on it. John Butler stated that he would contact John Marcilionis with Cargo Claims out of Portland OR, to obtain p paperwork on any material which may be described as chemical in nature. John Marcilionis PH# [redacted]. John Butler stated that he paperwork for on the DG material was in Mather, at the station.
18-Feb	00:37L	Paul Maksym	EWA Safety	Requested the following: 1- list of all aircraft parts on EB017, 2- physical description of haz. Mat freight, 3- msds's for aircraft parts.
18-Feb	0045L	S. Phillips	EWA Safety	Called Richard D. Curely , OAE Aerospace, 707-422-1880 [redacted] left message to call EWA Safety
18-Feb	0100	Julie Spinner	EWA Safety	Spoke with Julius at stores and he indicated he couldn't tell us what was put on the a/c because it was done at an outstation (RNO).
18-Feb	0105	Julie Spinner	EWA Safety	Spoke with Claire who indicated that Inventory Control/Mat. Exepedite shows nothing as being added (comat).
18-Feb	0125	Julie Spinner	EWA Safety	Spoke with Juice at stores. He faxed us documentation that the only thing HDY store had on that a/c was a spring weighing less than 5 pounds. He said he wouldn't know if RNO/MHR added anything.
18-Feb	0850	Steve Phillips	EWA Safety	Called Bob Piercey to request spare parts inventory (SPK)
18-Feb	1000	Bob Piercey	EWA	Bob Piercey dropped off the 0850 requested SPK.
18-Feb	1030	Julie Spinner	EWA Safety	Faxed the SPK to Paul at Amerisuites hotel.
18-Feb	1031	Paul Maksym	EWA Safety	Paul called in to check about SPK information.
18-Feb	1035	Steve Phillips	EWA Safety	Received call from OEA Dick Curley. Dick said he will fax product specs and info for the HazMat onboard.
18-Feb	1036	Dave Malson	EWA Safety	Dave called looking for misplaced cell phone. Dave also stated 24 hour manning is no longer needed for HDY Safety, however, someone needs to be available between 2100 and 2300L. Also requested MIS establish remote access for Emery Exchange System.

Activity Phone Log

Date:	Time:	Person:	Company:	Call description:
18-Feb	1040	Steve Phillips	EWA Safety	Called Connie at MIS and passed along the request. Connie is supposed to call back when she gets it set up.
18-Feb	1045	Connie	EWA MIS	Connie called requesting confirmation that she should use Skytel.
18-Feb	1130	Sara McComb	NTSB DC	Called need DC converstion info. Bob Jones spoke with Mark Gregory with our Engineering Dept. Mark will be responding to NTSB DC, to assist in the conversion
18-Feb	1145	Connie	EWA MIIS	Called exchange dail up setup for Dave, user ID dlmalson password 8kwnx7g, Joan relayed info to Nancy Wintrow
18-Feb	1220	Dick Curly	OEA	Called stated that he was faxing a corrected sheet on the shippers declaration for dangerous goods air waybill 1776079338, corrected after the fact. Mr. Curly also advised that he had faxed the revised paperwork to NTSB. Dick Curly's PH# 707-422-1880 [redacted]
18-Feb	1248	Joan Danner	EWA Safety	Faxed revised copy fo OEA shippers declaration for DG to Nancy.
18-Feb	1630	Joan Danner	EWA Safety	Faxed Mather Airport Documentation to Nancy in 6 sections.
18-Feb	1630	Tom Vranesic	EWW DG	Came in advised Bob Jones that Bob Johnson would not be responding to CA.

EMERGENCY ACTIVITY LOG

NAME: _____

POSITION: _____

DATE (Z): _____

TIME(Z) DESCRIBE ALL ACTIVITIES CONCERNING EMERGENCY

Emergency Activity Log
Figure 10-1

STATION: _____

AIRPORT: _____

TITLE/NAME _____

BUSINESS PHONE _____

HOME PHONE _____

MANAGER/CARRIER REP _____

STATION SUPERVISOR _____

AIRPORT MANAGER _____

AIRPORT SECURITY _____

SHERIFF'S DEPARTMENT _____

POLICE DEPARTMENT _____

FIRE DEPARTMENT _____

HIGHWAY PATROL _____

U.S. COAST GUARD _____

F. B. I. _____

NTSB _____

FEDERAL AVIATION ADMINISTRATION:

FM CONTROL TOWER _____

FM AIR CARRIER _____

FM FLIGHT SERVICE _____

FM CIVIL AVIATION SECURITY FIELD OFFICE _____

REGIONAL COORDINATING OFFICE FOR RADIOLOGICAL ASSISTANCE _____

Telephone Number Format "Form"
Figure 10-4, Sheet 1

STATION: _____

TITLE/NAME _____

BUSINESS PHONE _____

HOME PHONE _____

HOSPITALS _____

AMBULANCE SERVICE _____

COUNTY CORONER _____

HOTEL/MOTEL _____

LIMOUSINE _____

(INSERT) DAMAGE INVESTIGATIONS REPORT FORM

Telephone Number Format "Form"
Figure 10-4, Sheet 2

EMERY
WORLDWIDE AIRLINES
A CNF COMPANY

June 12, 2000

Mr. Jim Henderson
National Transportation Safety Board
490 L'Enfant Plaza, S.W.
Washington, D.C. 20594-2000

Dear Mr. Henderson:

This letter is to provide you the information you requested that was sent to Jim Alders and Steve Murphy.

Emergency Response Information

Jim Alder

1. How did they (Jim Alder or Steve Murphy) learn that the plane had crashed? - When?

   Jim Alder was told about the incident by Emery Worldwide employee Ann Miler. Although Alder is unaware of the exact time of take-off for EB017, Alder believes he was informed several minutes after take-off.

2. What were their immediate actions?

   Jim Alder went to the Emery Worldwide Airlines' mechanics office inside the Service Center to speak with Drex Wesleder. After speaking with Wesleder, Alder went to the crash site in Steve Murphy's car for confirmation.

3. When did they contact the emergency responders and provide information on the explosives in the cargo?

   The Sheriff at crash site asked if there was any hazardous materials on the crashed plane. Alder believes that Murphy advised the Sheriff that there were detonating fuses on the flight.

4. Where did they meet the emergency responders?

   Jim Alder first met the emergency responders at the crash site.

ONE EMERY PLAZA, VANDALIA, OH 45377

5. Who did they talk to? If they did not get a name, what agency were they from? The State or County? - Police or Fire Department?

   Jim Alder spoke with an agent who he believes was from the County Sheriff's office, at a roadblock set up near the crash site. Alder also spoke with an agent who he believes was from the Federal Aviation Administration at the Emery Worldwide Service Center. Several days later, Alder spoke with representatives of the National Transportation Safety Board.

6. What did they say about the explosives?

   Jim Alder believes that Steve Murphy told the agents that the flight paperwork reflected that there was only a small amount of explosives on EB017.

7. What papers or information did they give them?

   Alder gave no papers to the agent who Alder met at the roadblock near the crash site. Alder did speak with the agent about the plane, the site, the crew and what he could do to help. Alder believes that, later that day at the Emery Worldwide Service Center, Steve Murphy gave the agent a copy of the load plan, dangerous goods declaration, flight confirmation, and copies of outbound paperwork.

8. What did the emergency responder say and do after they got the papers?

   The agent thanked Jim Alder for cooperating, and told he and Murphy to return to the Emery Worldwide Service Center. Alder is unaware of what the agent did after he got the papers later at the Emery Service Center.

9. Did anyone at the Emery Mather Facility talk to anyone at the Sacramento County Fire Dept? Who? When? Where? What was said? What information was provided?

   Jim Alder believes that Ann Miler spoke via telephone to the Sacramento County Fire Department shortly after crash. Alder is unaware of what information was provided.

Emergency Response Information

Steve Murphy

1. How did they (Jim Alders or Steve Murphy) learn that the plane had crashed? - When?

   Steve Murphy was told by Jim Alder that Drexel Wesleder, the Emery Worldwide Airlines' mechanic, thought the plane crashed. Although Murphy is unaware of the exact time of take-off for EB017, Murphy believes he was informed several minutes after take-off.

2. What were their immediate actions?

   Steve Murphy went to the Emery Worldwide Airlines' mechanics office inside the Service Center to speak with Drex Wesleder. Murphy then went to the crash site with Jim Alder for confirmation.

3. When did they contact the emergency responders and provide information on the explosives in the cargo?

   While at crash site, a Sheriff asked if there was anything on the plane that they should know about. Steve Murphy advised the agent that there were detonating fuses on the flight.

4. Where did they meet the emergency responders?

   Steve Murphy first met the emergency responders at the crash site.

5. Who did they talk to? If they did not get a name, what agency were they from? The State or County? - Police or Fire Department?

   Steve Murphy spoke with an agent who he believes was from the County Sheriff's office, at a roadblock set up near the crash site. Murphy also spoke with an agent who he believes was from the Federal Aviation Administration at the Emery Worldwide Service Center. Several days later, Murphy spoke with representatives of the National Transportation Safety Board.

6. What did they say about the explosives?

   Steve Murphy told the agents that the paperwork reflected that there was only a small amount of explosives on EB017.

7. What papers or information did they give them?

   Steve Murphy gave no papers to the agent who Murphy met at the roadblock near the crash site. Murphy did speak with the agent about the plane, the site, the crew and what he could do to help. Later that day at the Emery Worldwide Service Center, Murphy gave the same agent a copy of the load plan, dangerous goods declaration, flight confirmation, and copies of outbound paperwork.

8. What did the emergency responder say and do after they got the papers?

   Murphy was taken by the agent to a command center, where Murphy spoke briefly about the dangerous goods on the flight to a group of about 40-50 people. Also, the agent asked Steve Murphy if it was possible that the load had shifted, and a short conversation about the possibility of cargo shifting ensued.

9. Did anyone at the Emery Mather Facility talk to anyone at the Sacramento County Fire Dept? Who? When? Where? What was said? What information was provided?

   Steve Murphy believes that Ann Miler spoke via telephone to the Sacramento County Fire Department shortly after crash. Murphy is unaware of what information was provided.

Sincerely,

Thomas M. Wood
Senior Director Quality Control

cc: David Aaron

lc

EMERY
WORLDWIDE AIRLINES
A CNF COMPANY

March 16, 2000

Mr. James E. Henderson
National Transportation Safety Board
490 L'Enfant Plaza East, S.W.
Washington, D.C. 20594

Dear Mr. Henderson:

Enclosed are two letters from Paul Maksym, Supervisor Ground Safety, EWA Safety Department, responding to your request.

Item #1, referring to your request for the EWA Emergency activity log, will be forwarded to you as soon as all the effected parties review the log for accuracy.

Please call if you have any questions.

attachments

Sincerely,

Thomas M. Wood
Director Quality Control

cc: Paul Maksym

TMW/lc

EMERY
WORLDWIDE AIRLINES
A CNF COMPANY

March 14, 2000

National Transportation Safety Board, James E. Henderson
490 L'Enfant Plaza East, S.W.
Washington, DC 20594

RE: Emergency Response Information

Dear James:

Here are the answers and attachments required for the following specific questions. If any more assistance is needed please feel free to contact me by phone or e-mail.

1. Was the Emergency Activity Log seen on pages 10-1 and 10-7 to 8 in the Emergency Procedures Manual filled out for the accident in Sacramento, CA? (If so, please provide a copy.)
   An activity log with all the pertinent information, similar to the above pages was filled out. This information is being provided as an attachment.

2. The information provided during the on-scene phase of the accident indicates that Emery personnel at Sacramento provided the police with the information on the explosives at about 8:15 pm. What was the name of the person that provided that information and how can I contact them?
   The individuals that were at the scene and provided information on the explosives was either, Jim Alders or Steve Murphy, contact at EWW Mather Facility ([redacted]

Respectfully,

[redacted]

Paul M. Maksym
Supervisor, Ground Safety
EWA Safety Department

1.0 PURPOSE AND SCOPE

The purpose of the procedure is to provide guidelines for the notification requirements of an incident.

2.0 RESPONSIBILITY

Responsibilities are detailed within this procedure.

3.0 SUPERVISOR'S ROLE

The supervisor who receives notice of hazardous materials incident finds out, in addition to the details of the incident, what materials and quantity are involved and who shipped them. Supervisor then sends an EMCON/Exchange message giving the details.

4.0 EMCON MESSAGE TO REPORT INCIDENT

4.1 Send an EMCON message **as soon as practical** following the incident to:

- Director, Dangerous Goods/Dayton Hub (HAZ)
- Region Vice President
- Responsible Safety Managers, origin and destination
- Division Manager, origin
- Location Manager, origin and destination
- Manager, Casualty Claims, VCL

4.2 **Use the following format** in an EMCON/Exchange message to provide essential follow-up information concerning the incident:

Hazardous Material Incident

1. Date/Time of incident
2. Location where incident occurred

3. Type of incident (spill, leakage, etc.)

4. Waybill number and date, and origin location to handle the shipment prior to the incident

5. Description of the hazardous material involved (include PSN and UN number)

6. List of agencies contacted, time contact was made and full name of the individual which the notification was given to (if required)

7. Complete list of agencies responding to the scene of the incident

8. Vehicle type and license number, if involved

9. What happened? (Describe the incident)

10. Estimated amount of spillage and/or leakage and who cleaned it up

11. Did the spilled material enter any drainage system, creek, river, sanitary sewer system, etc., or was any earth contaminated? (If so, to what extent)

12. If injuries or fatalities? (If so, who and type of injury)

13. Estimated cargo and/or property damage

14. Who was contacted for product handling assistance (name of person and whose representative; e.g., shipper, consignee, or CHEMTREC)

15. Was evacuation of the area required, and to what extent?

16. What is the present status of the hazardous materials involved in the incident?

17. Does it appear that this incident may be due to failure of the shipper's packaging, or other shipper error, rather than carrier mishandling? If so, please describe how the package failed or describe the shipper's error.

18. Is a **Hazardous Materials Incident Report (08529-30)** required? If so, has it been completed?

The following is an example of an EMCON/Exchange message reporting a hazardous material incident:

RE: HAZARDOUS MATERIAL INCIDENT

1. 2-7-95, 1045 HRS
2. LOCATION WAREHOUSE
3. LEAKAGE OF GASOLINE
4. BAL-935264274, 2-6-95
5. FLAMMABLE LIQUID, GASOLINE, UN1203
6. NOTIFICATION TO BALTIMORE CITY FIRE AND RESCUE WAS MADE AT 1050 ON 7 FEBRUARY 1995. CHIEF C.W. HILL TOOK COMMAND.
7. NO OTHER AGENCIES WERE NOTIFIED.
8. NO VEHICLES WERE INVOLVED.
9. PACKAGE WAS DROPPED IN HANDLING WHICH CAUSED INNNER RECEPTICLE TO LEAK IT\'S CONTENTS.
10. ESTIMATED LOSS OF MATERIAL CONSIDERED TO BE 4-LITERS. CLEAN UP WAS PERFORMED BY THE BALTIMORE CITY FIRE DEPT. BASED ON INFORMATION PROVIDED BY THE SHIPPER.
11. NO CONTAMINATION OCCURRED.
12. NO EXPOSURES OR INJURIES REPORTED.
13. ESTIMATED DOLLAR LOSS OF $100.
14. SHIPPER: J.T. DOE, BALTIMORE, MD.
15. AREA WAS EVACUATED UNTIL NOTICE WAS GIVEN BY CHIEF HILL OF THE BALTIMORE CITY FIRE DEPARTMENT THAT ARE WAS SECURE.
16. SHIPMENT HAS BEEN CONTAINERIZED AND PLACED IN AN ISOLATED ARE AWAITING DISPOSAL INSTRUCTIONS FROM THE ENVIRONMENTAL AFFAIRS DEPARTMENT/HDY.
17. YES. THE FRICTION-TYPE LIDS WERE NOT PROPERLY SECURED BY POSITIVE MEANS ON TWO INNER RECEPTICLES.
18. A DOT INCIDENT REPORT HAS BEEN COMPLETED AND COMATTED TO ENVIRONMENTAL AFFAIRS (HDY).

H.H. MERRITT/BAL

1.0 PURPOSE AND SCOPE

The purpose of the procedure is to provide Emergency Response Communication guidelines.

2.0 RESPONSIBILITY

Responsibilities are detailed within this procedure.

3.0 SUMMARY

Anytime we transport our own DOT, IATA/ICAO-regulated dangerous goods, we are acting as a shipper and must comply with all the provisions required of a dangerous goods shipper.

4.0 EMERGENCY CONTACT NUMBER

4.1 All dangerous goods consignments shipped by EWW to any point in the USA, from any point in the USA, or between any two points within the USA, that is accompanied by a **Shipper's Declaration for Dangerous Goods,** must have a 24-hour contact telephone number shown on the **Shipper's Declaration** for use in case of an incident or accident involving dangerous goods. Emery Worldwide has contracted the services of CHEMTREC to act on our behalf as the 24-hour emergency contact; the telephone number is **(800)-424-9300**. Show this number in the "Additional Handling Information" section of the **Shipper's Declaration.** Ensure that it is clearly recognizable.

4.2 **EWW is fully responsible for showing the number as indicated above.**

5.0 EXAMPLES WHERE EWW IS SHIPPER

Below are some examples where EWW would be considered a shipper. Following each example is a method for complying with the telephoning requirement.

5.1 When we move a shipment of dangerous goods from an EWW facility (maintenance shop, service center, supply location, etc.) to another EWW facility, or any other location:

5.1.1 Show original vendor's 24-hours telephone number (as shown on the bill of lading or **Shipper's Declaration**) when delivered to EWW.

5.1.2 Show CHEMTREC's telephone number (800) 424-9300 if a copy of the original shipping paper is not available.

5.2 When we move hazardous waste shipments (e.g., spent solvents, ignitable wastes, cleanup material from spill) from an EWW company shop location or service center to a recycling facility or disposal site. (Shipment would move on a **Hazardous Waste Manifest** by a licensed hazardous waste transporter.)

5.2.1 Show CHEMTREC's telephone number. If CHEMTREC needs additional information, they will contact EWW as CHEMTREC will have EWW's telephone number on file.

5.2.2 **For example:** When moving a shipment from an EWW service center, CHEMTREC would call the Environmental Affairs Department who could contact the service center for more information such as lab reports and the original **Shipper's Declaration** for materials spilled.

5.3 When we move shipments of dangerous goods moving from an EWW facility back to a shipper, or to another location (as authorized by shipper).

NOTE: Show the same 24-hours contact telephone number as shown by the shipper on the shipping papers when picked up by EWW.

6.0 TRANSITIONAL SPECIFICATION PACKAGING

When packaging dangerous goods under the IATA/ICAO regulations, the packaging requirements for transitional specification packaging **are no longer acceptable.** When the packing instruction requires the use of specification packaging, only UN/ICAO specification packaging can be used.

7.0 FURTHER ASSISTANCE

If you have questions that are not adequately covered above, contact the Dangerous Goods Department via EMCON message to **HAZ,** Exchange message, or call (937) 264-6527.

NOTE: Do not give this number out to satisfy our customers' 24-hours telephone contact requirements.

1.0 PURPOSE AND SCOPE

The purpose of the procedure is to provide guidelines for using the DOT Emergency Response Guidebook. This information is provided largely for general training purposes.

NOTE: EWW personnel should not attempt to interpret the emergency response information, or advise emergency response procedures to those responding to an incident.

2.0 RESPONSIBILITY

Responsibilities are detailed within this procedure.

3.0 PURPOSE

3.1 The purpose of the **DOT Emergency Response Guidebook (73025-10)** (ERG) is to outline the initial action to be taken by first responders to protect themselves and the general public when responding to incidents involving dangerous goods.

3.2 The information in the guidebook is only intended to be used for guidance during an incident until additional information can be obtained from the manufacturer, shipper or CHEMTREC regarding the most effective way of handling the incident. This guidebook is not to make you the expert, but is a guide to help an individual at the scene of an incident to make basic decisions regarding the potential hazards involved and the emergency action to be taken. The basic information provided is:

- Fire hazards
- Explosion hazards
- Health hazards
- Emergency response actions
- Fire response procedures
- Spill prevention
- Leak containment
- First aid procedures
- Isolation precautions

NOTE: The **ERG** only provides basic information in a brief but practical form. Additional assistance must be obtained from the shipper, CHEMTREC, or the Emery Worldwide Dangerous Goods Department if the situation requires using an emergency response/cleanup company.

- See DG1101-1 through DG1101-4 for handling dangerous goods incidents.
- See DG1102-1 for notification requirements
- See DG1103-1 for incident reporting requirements

CAUTION: Emery personnel must not attempt to interpret the emergency response information, or advise emergency response procedures, for those responding to an incident.

4.0 CONTENTS OF THE ERG

4.1 The ERG contains four basic indexes for references. The first index (yellow pages) lists Hazardous Materials/Dangerous Goods in numerical order by their assigned identification (I.D.) number. Listed are the I.D. number, ERG guidebook number, and the proper shipping name of the material.

NOTE: This index will be your best reference as 49 CFR and IATA/ICAO proper shipping names are at times different. In most cases the I.D. number will remain the same.

ID No.	Guide No.	Name of Material	ID No.	Guide No.	Name of Material
1265	27	ISOPENTANE	1292	29	TETRAETHYL SILICATE
1265	27	n-PENTANE	1293	26	TINCTURES, medicinal
1265	27	PENTANES, liquid	1294	27	TOLUENE
1266	26	PERFUMERY PRODUCTS, with flammable solvent	1295	38	TRICHLOROSILANE

4.2 The second section (blue) lists the dangerous/hazardous materials in alphabetical order by their proper shipping names from 49 CFR's Hazardous Materials Table (HMT). Most proper shipping names found in the HMT will be the same as found in the Alphabetical List of Dangerous Goods (ALDG) found in IATA.

Name of Material	Guide No.	ID No.	Name of Material	Guide No.	ID No.
ANTIMONY COMPOUNDS, inorganic, liquid, n.o.s.	53	3141	ARSENIC TRIOXIDE	53	1561
ANTIMONY COMPOUNDS, inorganic, n.o.s.	60	1549	ARSENIC TRISULFIDE	53	1557
ANTIMONY LACTATE	53	1550	ARSENICAL DUST	53	1562
ANTIMONY PENTACHLORIDE, liquid	60	1730	ARSENICAL PESTICIDES, liquid, flammable, toxic, n.o.s.	28	2760

4.3 The third section (orange) is the numbered guides that provide the potential hazardous and emergency action for the dangerous goods/hazardous materials assigned to the specific guide.

ERG 93 GUIDE 13

POTENTIAL HAZARDS

HEALTH HAZARDS

Poison; **extremely hazardous.**
May be fatal if inhaled or absorbed through skin.
Initial odor may be irritating, foul or absent and may deaden your sense of smell.
Runoff from fire control or dilution water may cause pollution.

FIRE OR EXPLOSION

Some of these materials are **extremely flammable.**
May be ignited by heat, sparks or flames.
Vapors may travel to a source of ignition and flash back.
Cylinder may explode in heat of fire.
Vapor explosion and poison hazard indoors, outdoors or in sewers.

EMERGENCY ACTION

Keep unnecessary people away; isolate hazard area and deny entry.
Stay upwind, out of low areas, and ventilate closed spaces before entering.
Positive pressure self-contained breathing apparatus (SCBA) and chemical protective clothing which is specifically recommended by the shipper or manufacturer may be worn. It may provide little or no thermal protection.
Structural firefighters' protective clothing is **not** effective for these materials.
Isolate the leak or spill area immediately for at least 150 feet in all directions.
See the Table of Initial Isolation and Protective Action Distances. If you find the ID Number and the name of the material there, begin protective action.
Isolate for 1/2 mile in all directions if tank, rail car or tank truck is involved in fire.
CALL Emergency Response Telephone Number on Shipping Paper first. If Shipping Paper not available or no answer, CALL CHEMTREC AT 1-800-424-9300.

FIRE

Small Fires: Let burn unless leak can be stopped immediately.
Large Fires: Water spray, fog or regular foam.
Move container from fire area if you can do it without risk.
Withdraw immediately in case of rising sound from venting safety device or any discoloration of tank due to fire.
Cool container with water using unmanned device until well after fire is out.
Isolate area until gas has dispersed.
Hydrogen Cyanide Fires: Let burn unless leak can be stopped immediately.

SPILL OR LEAK

Do not touch or walk through spilled material; stop leak if you can do it without risk.
Shut off ignition sources; no flares, smoking or flames in hazard area.
Use water spray to reduce vapor; **do not** put water directly on leak or spill area.
Isolate area until gas has dispersed.
For **Hydrogen Cyanide,** consider igniting spill or leak to eliminate toxic gas concerns.

FIRST AID

Move victim to fresh air and call emergency medical care; if not breathing, give artificial respiration; if breathing is difficult, give oxygen.
In case of contact with material, immediately flush skin or eyes with running water for at least 15 minutes.
Keep victim quiet and maintain normal body temperature.
Effects may be delayed; keep victim under observation.

4.4 The fourth section (green) is a table of initial isolation and protective action distances. This table provides suggested evacuation procedures to protect the surrounding area and includes the I.D. number of the material and isolation distances.

TABLE OF INITIAL ISOLATION AND PROTECTIVE ACTION DISTANCES

		SMALL SPILLS (From a small package or small leak from a large package)			LARGE SPILLS (From a large package or from many small packages)		
ID#	NAME OF MATERIAL	First ISOLATE in all Directions (Feet)	Then, PROTECT persons DOWNWIND DAY (Miles)	Then, PROTECT persons DOWNWIND NIGHT (Miles)	First ISOLATE in all Directions (Feet)	Then, PROTECT persons DOWNWIND DAY (Miles)	Then, PROTECT persons DOWNWIND NIGHT (Miles)
1613	HYDROCYANIC ACID, aqueous solution, with not more than 20% hydrogen cyanide (When "Inhalation Hazard" is on a package or shipping paper.)	500	0.2	1.4	500	0.3	2.2
1613	HYDROGEN CYANIDE, aqueous solution, with not more than 20% hydrogen cyanide (When "Inhalation Hazard" is on a package or shipping paper.)	500	0.2	1.4	500	0.3	2.2
1614	HYDROGEN CYANIDE anhydrous, stabilized (absorbed)	500	0.2	1.4	500	0.3	2.2
1614	HYDROGEN CYANIDE, stabilized, containing less than 3% water (absorbed in a porous inert material)	500	0.2	1.4	500	0.3	2.2

5.0 HOW TO USE THE ERG

Knowing how to use the guidebook before an incident occurs will greatly increase your response time in protecting health, property and the environment. The following steps are recommendations on how to determine the appropriate emergency action necessary to the incident.

5.1 Protected procedures.

- Stay clear of all spills, vapors, fumes and smoke.
- Identify the hazards from the placards, container labels, shipping papers, or other knowledgeable persons you can contact.
- Isolate the area and secure the scene.

5.2 Identification procedures.

5.2.1 **STEP ONE:** Identify the material(s) by finding any one of the following:

- Four-digit I.D. number (after UN. ID or NA) on the shipping paper or on the package.
- Name of the material on the shipping paper or on the package.

NOTE: If you do not find an I.D. number or name of the material, check the Table of Placards in the ERG and match the hazard class label with the placard.

5.2.2 **STEP TWO:** Look up the material two-digit guide number in either the:

- I.D. number index (yellow pages).
- Name of the material index (blue pages).
- Table of Placards.

NOTE: If the index entry is **highlighted,** refer to the Table of Initial Isolation and Protective Action Distances (green) for possible isolation and evacuation distances.

The hazard classes listed below **do not** have I.D. numbers; you must use the numbered guides as indicated.

- Explosive 1.1, 1.2, 1.3, 1.4F, 1.5 and 1.6 - Guide 46
- Explosive 1.4 - Guide 50

5.2.3 **STEP THREE:** Turn the numbered guide (orange pages) referenced from the index pages and read the guide to determine the appropriate response action.

NOTE: If you do not find any reference to a guide and you believe that this incident involves a hazardous material, turn to Guide 11 and use it until additional information becomes available.

6.0 ISOLATION TABLE

6.1 The materials listed in the Table of Initial Isolation and Protective Action Distances may be additional steps to preserve the health and safety of emergency responders and the public. These materials have been identified because of their potential to produce poisonous effects during a release into the environment. This table predicts the area of potential danger and suggests protection, isolation, and/or evacuation of people in the area. The protective action section following the table should be referred to for additional instructions.

6.2 How to Use the Table

6.2.1 Identify the material by the I.D. number and/or name in the green pages.

6.2.2. Note the wind direction.

6.2.3 Determine if the incident involves a **small** or a **large** spill.

6.2.4 Look up the initial isolation distance following the name of the hazardous material. Then, direct that all persons move, in a crosswind direction, away from the spill to that distance.

6.2.5 Next, refer to the Downwind Protective Distances shown in the second column.

6.2.6 Initiate protective actions to the extent necessary, beginning with those closest to the spill and working away from the site in a downwind direction.

- Isolate hazard area and deny entry
- Evacuate people from the threatened area
- Provide in-place protection in buildings

7.0 ERG AVAILABILITY

7.1 A current copy of the **DOT Emergency Response Guidebook** must be readily accessible in the following locations:

- At every EWW location that handles dangerous goods;
- Any vehicle or aircraft that transports dangerous goods;

NOTE: Emery Worldwide Airlines captains must carry the *ICAO Emergency Response Guidance for Aircraft Incidents involving Dangerous Goods* (available through EWA Technical Publications). This document must be carried in their flight bags and be readily available during flight. This document is used in place of the DOT Emergency Response Guidebook.

1.0 PURPOSE AND SCOPE

The purpose of the procedure is to provide guidelines for handling incidents involving dangerous goods.

2.0 RESPONSIBILITY

Responsibilities are detailed within this procedure.

3.0 HANDLING INCIDENTS PROPERLY

3.1 Handling an incident properly is extremely important. Taking the proper action immediately, especially if dangerous goods are involved, can help to minimize - and in some cases, prevent - personal injuries and property damage.

3.2 Many materials handled within our system aren't classed as hazardous materials based on DOT definitions, but they can still cause problems and injuries if not handled and transported properly. Many of these non-hazardous materials are governed by EPA and other federal agencies; therefore, if these materials are involved in an incident, make sure they are handled, cleaned up, and disposed of properly.

3.3 Many customers who ship both hazardous and non-hazardous materials have notified us that they expect carriers to contact CHEMTREC in the U.S., or CANUTEC in Canada, if there is an incident with their materials. By doing this, the shipper will be contacted for additional information on the materials, and if warranted, a response team may be sent to assist in cleanup and disposal.

3.4 Handling an incident (hazardous or non-hazardous) properly is the responsibility of the person who discovers the incident and the supervisor who was notified of it.

3.5 **Incident Defined.** An incident or accident is an occurrence whereby **any** quantity of a dangerous goods/hazardous material, hazardous substance, extremely hazardous substance or a substance regulated by OSHA is released accidentally.

4.0 RELEASE PROCEDURE

Do not release or dispose of a damaged shipment without prior approval of the Director of Dangerous Goods.

5.0 CONTACTS IF QUESTIONS

These procedures cover most situations. If you aren't sure what to do after reading the procedures, contact the Safety Manager responsible for your location, or Director, Dangerous Goods.

6.0 INVOICE HANDLING PROCEDURES

6.1 **Invoice handling.** Handle all invoices for expenses associated with clean up of hazardous materials, or disposal of hazardous waste, as follows:

6.1.1 Location manager will carefully review and, if found in order, approve invoices.

NOTE: If there are any questionable charges on any invoice, **resolve** them locally with the vendor before sending the invoice on.

6.1.2 After local approval, send invoices to the Director, Dangerous Goods Department for review and approval. If there are any questionable items, the matter will be referred back to the local location manager for resolution.

6.1.3 Upon review, and if found acceptable, the invoice will be forwarded onto General Claims for final processing.

7.0 CHAPTER CONTENTS

The procedures for handling incidents at the scene, as well as which agencies and individuals to contact for assistance and to report the incident to, are covered in the Spill Action Procedures (DG1101-2), and how to fill out the **Hazardous Materials Incident Report** is covered in (DG1103-1).

1.0 PURPOSE AND SCOPE

The purpose of the procedure is to provide review the steps to follow in the event of a spill.

2.0 RESPONSIBILITY

Responsibilities are detailed within this procedure.

3.0 INTRODUCTION

3.1 The term "hazardous" has many legal and overlapping definitions from the various regulatory agencies which often results in considerable confusion as to what materials are "hazardous" and under what circumstances the various regulations apply. This procedure is designed on the premise that the intent of the various regulations is to minimize employee exposure to hazardous materials and to provide an effective response mechanism when such exposure is unavoidable.

3.2 Regulation of materials in transportation is the responsibility of the U.S. Department of Transportation (DOT). Development of regulations for protection of employees in work areas where hazardous chemicals are produced or used is the responsibility of the U.S. Department of Labor Occupational Safety and Health administration (OSHA). Responsibility for development of regulations for treatment and disposal of hazardous chemicals is assigned to the U.S. Environmental Protection Agency (EPA). In general, materials in transportation in the Emery Worldwide system are only subject to the DOT regulations. However, should a release of hazardous materials (or dangerous goods) occur, then employee protection from exposure, protection of public health and the environment, and proper disposal of the resulting hazardous waste become legitimate and urgent concerns.

3.3 These procedures address emergency practices and procedures for an incident or accident that occurs within the United States or Canada.

4.0 GENERAL INFORMATION

FOLLOW THE EMERY SPILL ACTION PLAN whenever there is an incident or accident in which any quantity of a hazardous material/dangerous goods, hazardous substances or extremely hazardous substance is released. When approaching the scene of an accident involving any cargo or other released material:

- Keep people away from incident scene.

- Do not walk into or through any spilled material
- Avoid inhalation of all gases, fumes, or smoke even if you believe there are no hazardous materials involved.
- Do not assume that gases or vapors are harmless because of the lack of smell.
- Identify the spilled material as quickly as possible, using package labels, markings, **Waybills, Shipper's Declarations,** etc. Make certain you have the correct spelling of the name of the material. Treat unidentified materials as hazardous until they are identified.

5.0 SPILL ACTION PLAN

In case of emergency, location management must do the following:

5.1 **Call Airport or local Fire Department.** Give PSN (or Chemical Name), Hazard Class and Identification Number of the material, if this information is available.

5.2 **Call Airport or local Police Department** if necessary for crowd control, to control access to spill site, or for any other reason.

5.3 **Isolate area and deny entry:** (Take this step first, even if evacuation is to follow.)

- Keep everyone not directly involved with the spill response or rescue operation away from the hazard area.
- Do not let unprotected people into the area.
- Use protected personnel and conduct a rescue operation as quickly as possible. Enter the scene from an upwind approach.
- Do not let unprotected people walk into or touch any spilled material.
- Do not allow anyone to inhale gases, fumes, or smoke of any kind, visible or not.

5.4 **Evacuate people** as instructed by the Fire Department Response Team, or if in the team's absence, to distances recommended in the ***Emergency Response Guidebook for Hazardous Materials Incidents*** **(73025-10)**. (Order this booklet from Contract Services and Publications.)

5.5 **Call the FAA Tower** if an aircraft or ramp area is involved in the release of dangerous goods.

5.6 **CALL THE SPILL CENTER: (800/456-9038)** When calling the Spill Center provide the following information (If it can be obtained safely). **Report immediately even if you do not have all the information.** Additional information can be provided later.

- Your name, Emery location reporting and call-back number
- Location and nature of problem
- Name of the material(s) involved, if known
- Shipper or manufacturer, if known
- If Dangerous Goods, Emergency Contact Number indicated on the Shipper's Declaration
- Consignee, if known
- Local conditions

Additional information can be obtained by calling the Emergency Contact number indicated on the **Shipper's Declaration.** If you are unable to obtain a copy of this document, or if no emergency contact is provided; call CHEMTREC (Chemical Transportation Emergency Center) at (800) 424-9300 in the U.S., or call CANUTEC (613) 996-6666 (COLLECT) in Canada, any time, day or night, giving the identification number (preceded by UN or ID) or the name of the product and nature of the problem so they can provide hazard information warnings and guidance for those at the scene of the emergency. CHEMTREC will contact the shipper of the hazardous material for more detailed assistance and appropriate follow up.

5.7 **Call Network Control in Dayton, (800/338-3471)** if an aircraft is involved in a dangerous goods spill. Network Control personnel will notify the operator of the aircraft who will then notify the FAA Civil Aviation Security giving the details of the incident.

5.8 **Notify your Location Manager** if not already aware of the incident.

 **NOTE: Canadian locations.** The location manager must report to the Regional Aviation Office as soon as practical following any type of dangerous goods occurrence (incident) involving an aircraft or at an air cargo handling facility adjacent to the airport. The Regional Offices are listed at the end of this subject.

5.9 MAJOR INCIDENTS:

NOTE: Section 5.9 applies only in the case of a major incident. If your incident is not classified as a major incident, then you can **skip ahead to section 5.10 Report to DOT.**

5.9.1 **MAJOR INCIDENTS: Call the SPILL CENTER, then notify your Division Manager** to report **major incidents** (identified below) during normal business hours. Outside normal business hours call (937) 454-0858. A Division Manager or a member of the Area Management will be notified, regardless of the time and will immediately call you back. As a result of a dangerous goods incident specifically identify which of the following circumstances exist:

- A person is killed;
- A person receives injuries and requires hospitalization;
- Estimated carrier or other property damage exceeds $50,000;
- Fire, breakage, spillage, or suspected contamination occurs involving radioactive material or etiologic agents;
- A continuing danger to life exists at the scene of the incident; or
- An evacuation of the general public occurs, lasting one or more hours; or
- One or more major transportation arteries or facilities are closed or shut down for one hour or more; or
- The operational flight pattern or routine of an aircraft is altered; or
- The discharge or spill of oil or petroleum products into "navigable waters" or adjoining shorelines, which include all tributaries (rivers, creeks, streams even if dry), as well as storm drains.
- A reportable quantity of a hazardous substance or extremely hazardous substance is involved that has been released in a quantity equal to or exceeding its reportable quantity (RQ).

NOTE: Section DG1101-3 lists hazardous substances and the associated reportable quantities; Section (DG1101-4) lists **extremely** hazardous substances and associated reportable quantities.

5.9.2 **Wait for a call back from your Division Manager, Area Vice President, or a member of the management staff.** If the incident meets one of the reporting requirements in item 9, immediately notify the Dangerous Goods Department at 937/264-6281 during normal business hours; call 937/454-0858 after normal business hours. The Dangerous Goods Department will then contact the National Response Center at 800/424-8802, and if appropriate, the nearest FAA Civil Aviation Security Field Office (CASFO) to the incident in compliance with 49 CFR 175.45.

5.9.3 **The SPILL CENTER or Area Management must report an incident,** involving release of reportable quantities of hazardous substances or **extremely** hazardous substance, to the Community Emergency Coordinator for the Local Emergency Planning Committee, and to the State Emergency Planning Commission of any State likely to be affected by the release. The report to the Community Emergency Coordinator for materials in transportation may be accomplished by dialing "911" or, in the absence of a 911 emergency number, by calling the operator; for materials in use or storage, the release must be reported by telephone, radio, or in person and provide the following information to the extent known at the time of the notice and so long as no delay in responding to the emergency results:

- The chemical name or identity of any substance involved in the release;
- An indication of whether the release is an extremely hazardous substance (see DG1101-4 for a listing of extremely hazardous substances and the associated reportable quantities);
- An estimate of the quantity of any such substance that was released into the environment;
- The time and duration of the release;
- The medium or media (air, soil, water) into which the release occurred;
- Any known or anticipated acute or chronic health risks associated with the emergency and, where appropriate, advice regarding medical attention necessary for exposed individuals (refer to the appropriate Guide in the

Emergency Response Guidebook for Hazardous Materials Incident for this information);

- Proper precautions to take as a result of the release, including evacuation (refer to the "Initial Isolation/Evacuation Tables" in the back of the appropriate Guide in the ***Emergency Response Guidebook for Hazardous Materials Incident*** for this information); and

- The name and telephone number of the person or persons to be contacted for further information.

5.9.4 **Written follow-up.** As soon as practicable after the release of a reportable quantity of a hazardous substance or extremely hazardous substance, a written follow-up notice (or notices, as more information becomes available) must be provided to update the information contained in the initial report. Include additional information with respect to:

- Actions taken to respond to and contain the release,

- Any known or anticipated acute or chronic health risks associated with the release, and,

- Where appropriate, advice regarding medical attention necessary for exposed individuals.

5.9.5 **Distribute Report.** Distribute the original and three copies of the completed report as follows:

5.9.5.1 Send original and one copy to Director, Dangerous Goods, **within five (5) days** of discovery of incident. (This allows the Dangerous Goods Department sufficient time to review report for accuracy and completeness before forwarding a copy to each of the agencies that received the emergency telephone notice.)

5.9.5.2 Send one copy to your Area Safety Manager.

5.9.5.3 Place one copy in Location File.

5.9.6 **Call Center for Disease Control** (404/633-5313) if Etiologic Agents or Infectious Substances are involved. (Since Emery Worldwide does not accept

Etiologic Agent shipments, this contact should not be needed. The information is provided to cover unusual situations.)

NOTE: Send this report immediately, in addition to report to the National Response Center.

5.9.7 The Location Manager, Division Manager, or Area Vice President will notify Director, Dangerous Goods as soon as practicable after an incident (if not already notified through the major incident reporting requirements.)

5.10 Report to DOT

5.10.1 Complete a written report for hazardous materials (dangerous goods) in transportation **(DOT Form F 5800.1)** and submit to the DOT through the Dangerous Goods Department, within 10 calendar days. Coordinate with the Dangerous Goods Department if assistance is needed to complete the report. (See Incident Report - General Requirements (DG1103-1).

NOTE: Canadian Locations. Complete the Dangerous Occurrence Report and submit to Transport Canada through Director of Dangerous Goods at the Dayton Hub, within 10 calendar days. Coordinate with the Dangerous Goods Department if you do not have the report or if you need assistance to complete the report.

5.11 Canadian Regional Aviation Offices

List below are the telephone numbers of the Canadian Regional Aviation Offices of the Department of Transport:

NOTE: Canadian Locations - Complete the Dangerous Occurrence Report and submit to Transport Canada through Director, Dangerous Goods, within 10 calendar days. Coordinate with the Dangerous Goods Department if you do not have the report or if assistance is needed to complete the report.

Canadian Regional Aviation offices of the Department of Transport

Moncton	(506) 851-7247
Montreal	(514) 633-2838
Toronto	(416) 952-0000
Winnipeg	(204) 983-3139
Edmonton	(403) 495-5278
Vancouver	(604) 666-5655
Ottawa	(613) 990-1060

24-Hour Emergency Information Call CANUTEC-Ottawa, Collect (613) 996-6666

6.0 ON SCENE HANDLING/EMERGENCY RESPONSE

6.1 If you have an accidental release of a hazardous material, follow the procedures outlined in DG1101-1, DG1101-2, DG1101-3, and DG1101-4. Also refer to DG1102-2, "Notification Requirements."

6.2 Call the shipper/CHEMTREC to obtain information regarding the spilled material and guidance as to the proper emergency procedures. If you are advised that the correct handling of the spill or leakage requires assistance of outside emergency responders (or the use of respirators or self-contained breathing apparatus), immediately notify the Dangerous Goods Department at 937/264-6281 during normal business hours. Call 937/454-0858 after normal business hours or contact a member of your area safety staff. If you are unable to make immediate contact with the Dangerous Goods Department or your area safety staff, the local Fire Department can assist you in locating a reputable outside contractor for the cleanup.

NOTE: Call an outside contractor only after the above procedures have been exhausted.

6.3 When an outside contractor is called, request assistance from the company if there are any reporting requirements (immediate by telephone/written follow-up) that may be required for the spill under the various regulations. This includes those materials covered by the SARA regulations--, which require immediate notification to the local and state emergency response agencies, as well as the materials falling under the CERCLA regulations, which require immediate telephone notice to the National Response Center.

7.0 SPILLS ON--ROAD/PUBLIC PLACE

In the event a response company is called to handle a spill, especially on the road or at places frequented by the public, take the following steps:

7.1 Make every effort to have an area safety representative, location manager or other supervisor present to represent Emery Worldwide. By taking this action, drivers will not be left to deal with the various agencies who may respond to the scene of the spill. The supervisor will represent the company to the news media, various environmental departments, fire, police departments, etc.

7.2 If a cleanup company is involved, we should communicate to them that there will be an Emery Worldwide person on the scene to "oversee" the response. Therefore, it is not necessary to send in a team to "oversee," unless we are advised of additional problems.

7.3 It will be our decision whether or not we agree that it is in our best interest to have an outside company on the scene.

8.0 RESPIRATORS/DUST MASKS

8.1 **Do not use respirators or dust masks for handling hazardous materials.** Situations requiring the use of a respirator or dust mask to handle a hazardous material release/spill must be handled by trained emergency responders. For assistance, contact the shipper, the Dangerous Goods Department, or a member of your area safety staff. Someone will contact an outside company. No person should enter an area requiring the use of a respirator unless that person has been trained and understands the use of the equipment and the correct procedure that may apply.

8.2 If a dust mask (cloth or paper type) is needed to handle freight or clean a trailer, make sure that hazardous materials aren't involved or aren't the cause for needing a dust mask.

9.0 ADDITIONAL HELP

If guidance is needed in any of the above situations, contact the Dangerous Goods Department or a member of your area safety staff.